

BOSTON PUBLIC LIBRARY



3 9999 06584 314 4

BOSTON
PUBLIC
LIBRARY



Digitized by the Internet Archive
in 2011 with funding from
Boston Public Library

<http://www.archive.org/details/housingimproveme24city>

GOVDOC

BRA

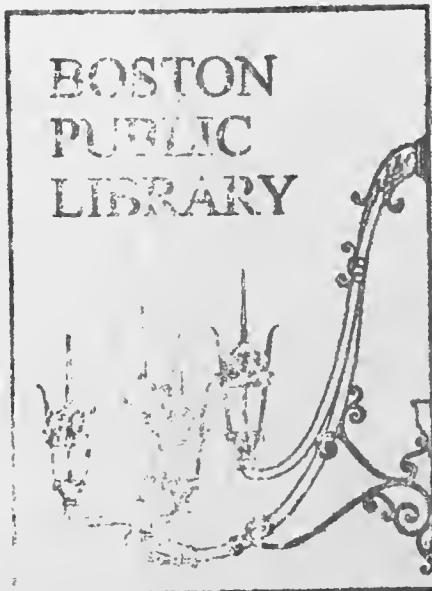
4141

Vol. 2-4

HOUSING IMPROVEMENT PLANNING PROJECT

VOLUME II

REHABILITATION/REPAIR HANDBOOK:
SELECTION CRITERIA, SURVEY PLANS, AND
COSTS FOR RESIDENTIAL UNITS AND STRUC-
TURES IN THE SOUTH END/LOWER ROXBURY
RESIDENTIAL IMPROVEMENT PROGRAM



United South End Settlements

Property of
BOSTON REDEVELOPMENT AUTHORITY
Library

USES

Human Services,
Community and
Economic Development



J17
u5
v.2

HOUSING IMPROVEMENT PLANNING PROJECT

VOLUME II

47-53-86

REHABILITATION/REPAIR HANDBOOK:
SELECTION CRITERIA, SURVEY PLANS, AND
COSTS FOR RESIDENTIAL UNITS AND STRUC-
TURES IN THE SOUTH END/LOWER ROXBURY
RESIDENTIAL IMPROVEMENT PROGRAM

UNITED SOUTH END SETTLEMENTS
Kenneth L. Brown, Executive Director

Project Staff:

Syvalia Hyman, III HIPP Project Manager
Joanne Yawitz HIPP Project Planner

Copies of this Volume may be purchased by writing or telephoning:
USES Development Corporation
48 Rutland Street
Boston, Ma. 02118
(617) 266-5451

~~Property of~~
~~BOSTON REDEVELOPMENT AUTHORITY~~
~~Library~~

HOUSING IMPROVEMENT PLANNING PROJECT

REHABILITATION/REPAIR HANDBOOK:

SELECTION CRITERIA, SURVEYS, PLANS, AND COSTS FOR
RESIDENTIAL UNITS AND STRUCTURES IN THE SOUTH END/
LOWER ROXBURY RESIDENTIAL IMPROVEMENT PROGRAM

Prepared for
UNITED SOUTH END SETTLEMENTS
48 Rutland Street
Boston, Ma. 02118

By Michael & Susan Southworth
City Design & Architecture
419 Boylston Street, #624
Boston, Ma. 02116

June, 1978

ACKNOWLEDGEMENTS

This report has been prepared under a grant from the Federal Department of Health, Education and Welfare/Office of Human Development Services/Office of Planning Research and Evaluation (18-P-90699/1-01) made to United South End Settlements of Boston, Massachusetts (USES) to plan a cross-cutting demonstration project in low and moderate-income housing repair and rehabilitation with supportive human services.

We are grateful to Syvalia Hyman, III, Project Director for USES, Joanne Yawitz, Project Planner, and the USES staff for their many contributions to this project. In addition, many South End/Lower Roxbury residents and property owners cooperated with us in the surveys of housing conditions.

CONTENTS

1. GOALS OF THE PROJECT.....	3
2. CRITERIA FOR THE SELECTION OF BUILDINGS FOR REPAIR OR REHABILITATION OF LOW AND MODERATE INCOME HOUSING.....	5
3. REHABILITATION SURVEY AND PLANS.....	7
531 Columbus Avenue, 8	
567 Columbus Avenue, 12	
569-571 Columbus Avenue, 16	
42 Hammond Street, 12 Westminster Street, 28	
426 Massachusetts Avenue, 30	
290 Shawmut Avenue, 34	
293 Shawmut Avenue, 38	
4. REHABILITATION ANALYSIS AND COSTS.....	42
5. CRITERIA FOR THE SELECTION OF APARTMENT UNITS FOR REPAIR AND REHABILITATION IN OCCUPIED BUILDINGS.....	47
6. REPAIR SURVEY.....	49
42 Bradford Street, 50	
531 Columbus Avenue, 52	
42 Hammond Street, 12 Westminster Street, 53	
62 Rutland Street, 54	
64 Rutland Street, 58	
79 Rutland Street, 60	
293 Shawmut Avenue, 61	
7. REPAIR ANALYSIS AND COSTS.....	62
8. TIME/COST/SKILL GUIDE FOR REPAIRS.....	66
9. HOUSING IMPROVEMENT PROGRAM GUIDELINES.....	70
APPENDIX:1. CONGREGATE HOUSING REPORT.....	72
2. SURVEY FORMS.....	76

REHABILITATION/REPAIR HANDBOOK

1. GOALS

- A. To develop criteria and a methodology for evaluating (1) buildings, in terms of their potential for rehabilitation to benefit low and moderate income residents, and (2) individual apartment units, in terms of their repair needs. The system should be applicable to the needs of the South End/Lower Roxbury neighborhood as well as other communities.
- B. To survey a sample of buildings and apartments in the South End/Lower Roxbury neighborhood using the methodology developed.
- C. To develop rehabilitation and repair plans or proposals for each building or unit and to estimate their respective costs. Special consideration should be given to the needs of the elderly and handicapped population throughout this process.

- D. To develop a TIME/COST/SKILL guide for housing repairs to be used in evaluating repair needs in terms of cost and skill levels required for each task. Special consideration should be given to sweat equity and youth programs in housing improvement as a method of reducing labor costs.

2. CRITERIA FOR THE SELECTION OF BUILDINGS FOR REPAIR
OR REHABILITATION OF LOW AND MODERATE INCOME HOUSING

Michael & Susan Southworth City Design & Architecture

1. Buildings should have good access (no more than a 10-15 minute trip by foot, public transportation, or taxi) to:
 - a. Social services: --child care for families
 --medical care
 --programs for the elderly
 - b. Educational facilities
 - c. Municipal services
 - d. USES housing management office
 - e. Public transportation
 - f. Indoor and outdoor recreation facilities
 - g. Grocery stores and other neighborhood shops and services
2. The proposed rehabilitation should contribute to the improvement of neighborhood quality and should stimulate public and private investment in the immediate area.
3. Buildings should be structurally sound in terms of the main supporting members.
4. The cost of rehabilitating the property including the purchase cost and future management cost estimates should be competitive with that of all other buildings evaluated in this phase.
5. The buildings should have good spatial adaptability for the proposed occupancy.

6. Housing for the elderly or handicapped should have minimal barriers to access and movement; it should be either on the ground level or have an elevator. Proximity to neighborhood services, activities, and private or semi-private outdoor space (such as balcony or terrace) is particularly important for this group.
7. Buildings should not have major flaws that make them unacceptable to the applicable codes for the proposed occupancy after rehabilitation.

3. REHABILITATION SURVEY AND PLANS

531 COLUMBUS AVENUE



BUILDING EVALUATION SHEETDATE 3 May 1978ADDRESS 531 Columbus Avenue OWNER Mr. WilliamsOCCUPANCY 4 units UNIT SIZES 1 - 2 BR. CURRENT USE 1 unit occ.NUMBER OF STORIES G + 4 FLOOR AREA 800 s.f. SITE AREA 1690 s.f.NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR

1. GENERAL REMARKS

Units are above fish market;
some interesting historic
detail but much restoration
work is needed; access to
K is through one of BR.

2. STRUCTURAL CONDITION

Basically sound.

3. ELECTRICAL SYSTEMS

No obvious problems.

4. PLUMBING

Replace bathroom fixtures.

5. HEATING SYSTEM

Apparently adequate

6. ROOF

Major repair needed

7. EGRESS

Adequate

8. STAIRWAYS

Needs structural work.

9. WINDOWS

Repair several sash;
install storm windows.

10. KITCHENS

Install new appliances and
facilities; consider another
location for the kitchen which
will not interfere with bedroom
use.

11. SPACE ORGANIZATION

Circulation problem noted above.

12. FLOORS

Refinish.

13. PLASTER

Much plaster work required,
including work on ornamental
moldings.

14. FINISHES

Repaint.

15. FACADE

Repair work needed on stonework.

16. LANDSCAPING

None.

17. NEIGHBORHOOD CONTEXT

Neighborhood needs improvement.

18. BATHROOMS

Fixtures are very old and
should be replaced; tile floor
and walls should be installed.

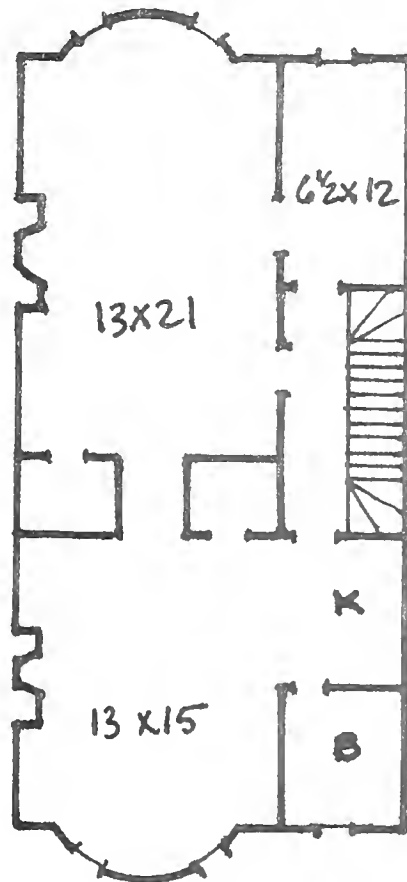
531¹⁰ COLUMBUS AVENUE

EXISTING LAYOUT

FLOOR AREA: $20 \times 40 = 800$ #

APT. AREA = 710 #

COLUMBUS AVENUE

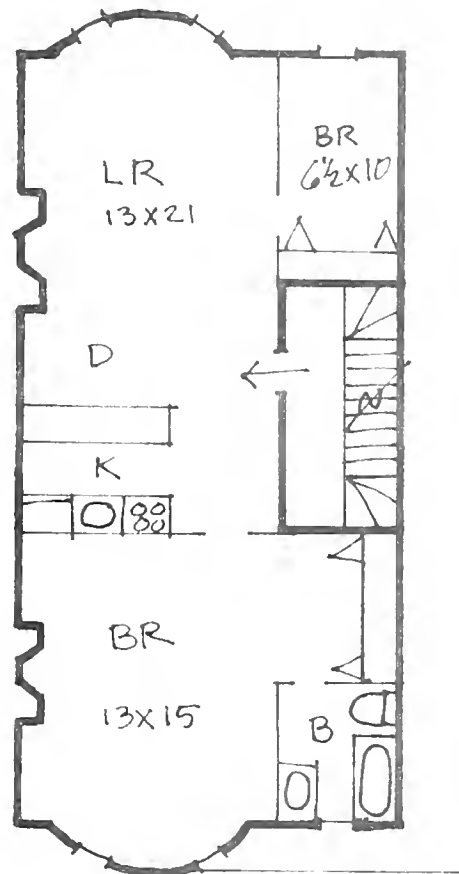


FLOORS 2, 3, 4, 5

531 COLUMBUS AVENUE

SCHEMATIC LAYOUT

ONE 2 BR APARTMENT PER FLOOR
710 #



FLOORS 2,3,4,5

567 COLUMBUS AVENUE



ADDRESS 567 Columbus Avenue OWNER _____OCCUPANCY 9 rms., brbr. shop UNIT SIZES rooms CURRENT USE vacant exceptNUMBER OF STORIES 4 FLOOR AREA 833 sq. ft. SITE AREA 18' x 95'

NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR

- | | |
|---|---|
| <p>1. GENERAL REMARKS
Best residential use would be as full floor two BR units; otherwise must be rooming house.</p> <p>2. STRUCTURAL CONDITION
Minor fire on third floor. Condition acceptable.</p> <p>3. ELECTRICAL SYSTEMS
Replace.</p> <p>4. PLUMBING
Cast iron waste pipe appears acceptable. Supply lines and fixtures must be replaced</p> <p>5. HEATING SYSTEM
Replace.</p> <p>6. ROOF
Resurfacing required.</p> <p>7. EGRESS
Fire balconies on rear but adjacent buildings are boarded up. Front stair an open well.</p> <p>8. STAIRWAYS
Acceptable.</p> <p>9. WINDOWS
21 windows; replace all plus first floor shop.</p> | <p>10. KITCHENS
None.</p> <p>11. SPACE ORGANIZATION
Closet space is needed. To make apartments, hall would have to be divided. Large front room would have to be LR, K, D.</p> <p>12. FLOORS
Refinish or recover.</p> <p>13. PLASTER
Most of plaster OK but ceiling must be replaced on 4.</p> <p>14. FINISHES
New finishes required throughout.</p> <p>15. FACADE
Attractive cut sandstone on upper three floors in good condition.</p> <p>16. LANDSCAPING</p> <p>17. NEIGHBORHOOD CONTEXT
Street noise and activity in front. Across from new USES building. Rehab. of this or adjacent buildings would make big improvement for neighborhood.</p> <p>18. BATHROOMS
1/floor; new fixtures required and probably new supply lines.</p> |
|---|---|

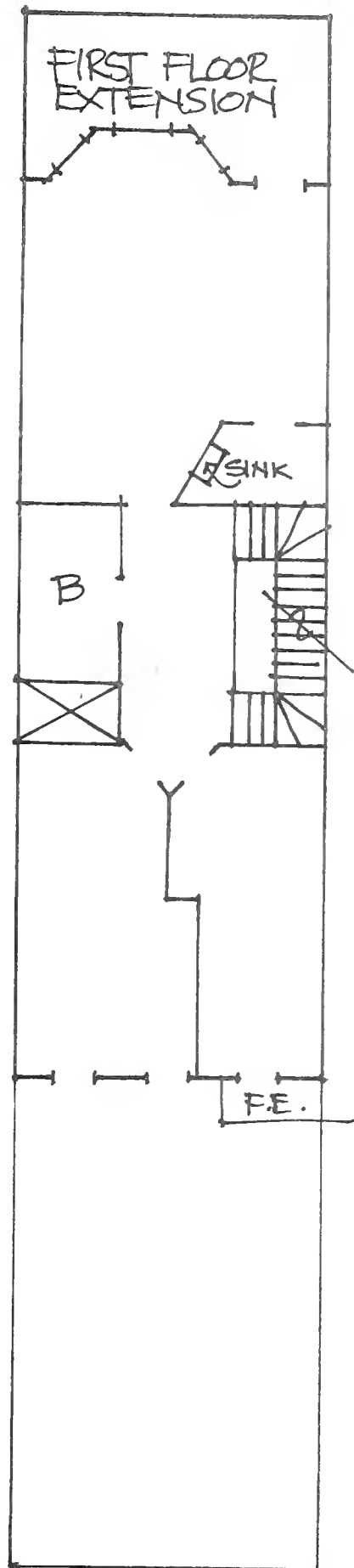
567
COLUMBUS
AVENUE

EXISTING
LAYOUT

18x52

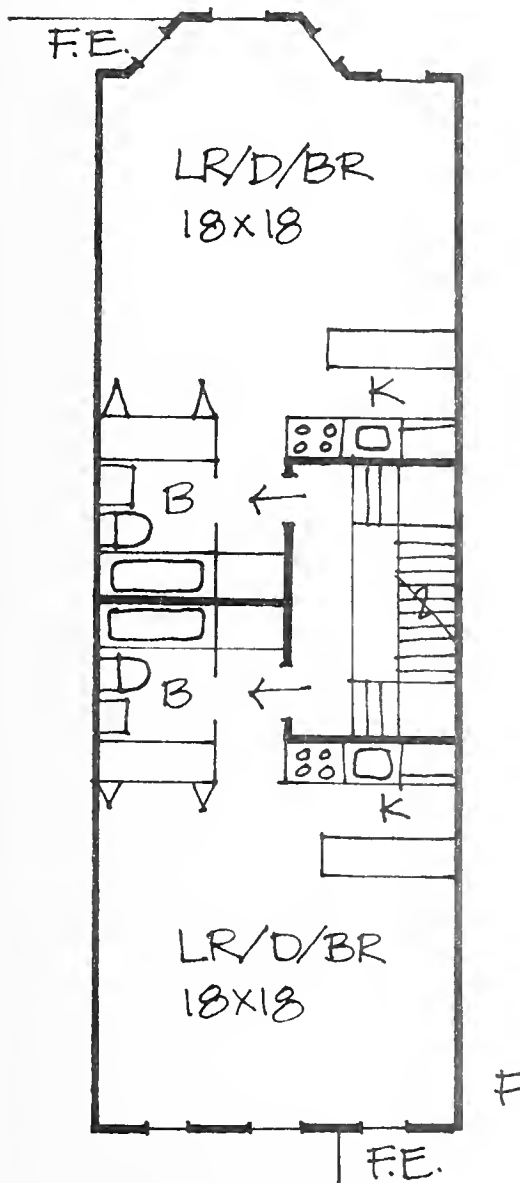
G=18x62

FLOORS
2,3,4,~~5~~



567 COLUMBUS AVENUESCHEME 1

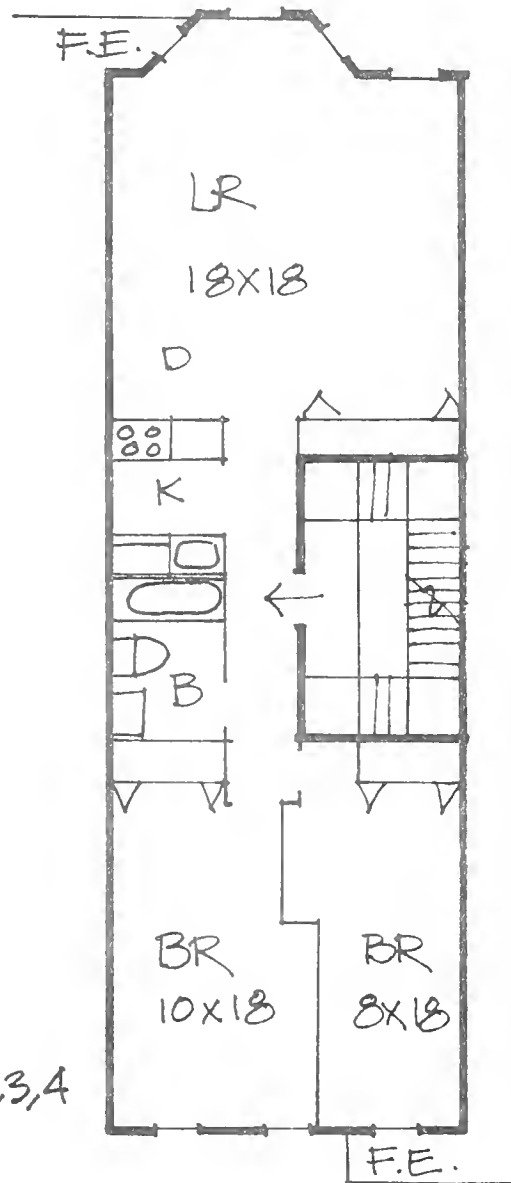
6 EFFICIENCY
APARTMENTS
400 Φ EA.



FLOORS 2,3,4

SCHEME 2

3 - 2 BEDROOM
APARTMENTS
800 Φ EA.



569-571 COLUMBUS AVENUE



BUILDING EVALUATION SHEETDATE 12 April 78ADDRESS 569-571 Columbus Avenue OWNER B.R.A.OCCUPANCY 16 apts., 2 stores UNIT SIZES 1 bedroom CURRENT USE vacantNUMBER OF STORIES 5 FLOOR AREA 2318 sq. ft. SITE AREA 38' x 95'NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR

- | | |
|---|--|
| <p>1. GENERAL REMARKS
Major fire damage; building requires gutting. Apartments very small and far below standards for size.</p> | <p>10. KITCHENS
Space allotted to kitchens is much too small--3½' x 8'; total replacement and space reorganization required.</p> |
| <p>2. STRUCTURAL CONDITION
Replacement of some joists damaged by fire required.</p> | <p>11. SPACE ORGANIZATION
Units are too cramped; perhaps floors should be reorganized to accommodate only 2-3 units. The second interior stairway may be unnecessary with F.E.</p> |
| <p>3. ELECTRICAL SYSTEMS
Replace.</p> | <p>12. FLOORS
Total replacement required.</p> |
| <p>4. PLUMBING
Replace.</p> | <p>13. PLASTER
Total replacement required.</p> |
| <p>5. HEATING SYSTEM
Replace; building now has radiators.</p> | <p>14. FINISHES
Total replacement required.</p> |
| <p>6. ROOF
Replace.</p> | <p>15. FACADE
Acceptable but not particularly appealing; new windows will greatly improve it if they are well chosen.</p> |
| <p>7. EGRESS
Fire balconies on rear o.k. except they connect with vacant buildings.</p> | <p>16. LANDSCAPING
No space in front; opportunity for pleasant roof terrace on top of first floor extension.</p> |
| <p>8. STAIRWAYS
Front stairway needs major repair or replacement. Rear stairway totally burned out.</p> | <p>17. NEIGHBORHOOD CONTEXT
Quite noisy with a lot of street activity. Many men standing on street talking. Across from new USES building. This section of Col. Ave. could use a lot of rehab.</p> |
| <p>9. WINDOWS
24 regular size windows; 8 large windows, plus first floor store windows. Replace all.</p> | <p>18. BATHROOMS
1 small bathroom per apartment; total replacement required.</p> |

UNITED SOUTH END SETTLEMENTS

HOUSING FOR THE ELDERLY: ALTERNATIVE SCHEMATIC LAYOUTS
FOR THE TOTAL REHABILITATION OF 569-571 COLUMBUS AVENUE

Michael & Susan Southworth/City Design & Architecture

GENERAL DESCRIPTION

The proposed site is located in close proximity to USES as well as neighborhood services. The five story building has masonry load bearing exterior walls and frame floors and partitions. Although of generally sound structural condition, total replacement of interior partitions, floors, fenestration, doors, ceilings, and heating, plumbing, and electrical systems is necessary. The stairway must be rebuilt and a new elevator is proposed.

The upper four floors are proposed for housing, while the ground floor would function best as commercial or semi-public use space.

A variety of unit layouts and types are possible:

1. 16--1 bedroom units, 4 per floor
2. 16--efficiency units, 4 per floor
3. 12--1 and 2 bedroom units, 3 units per floor
4. Congregate housing accommodating 24 bedrooms, 6 per floor

All of these schemes may be combined, if desired. The value of efficiency units in this building is questionable since they are the same size as 1 bedroom units; their only advantage is having a large room.

HUD standards require that 10% of the units in elderly housing be designed for handicapped persons. Half of these units must be designed for persons in wheelchairs. HUD standards for minimum room sizes and minimum dimensions appear to be met in these four schematic layouts.

Suite 624/419 Boylston/Boston 02116/267-5567

COST ESTIMATES

Cost estimates are based on recent similar construction in the Boston area*; they are not based upon detailed architectural and engineering studies. Estimates allow for an anticipated increase in construction costs for 1979. It is assumed that the ground floor would be renovated as commercial or semi-public use space; \$50,000 has been allowed in the estimates for this and has not been included in the unit and square foot estimates. A site acquisition cost of \$25,000 has been allowed and is included in the unit and square foot estimates.

Schemes '1 & 2:	16 units/1 BR or Eff.	\$505,000
	Ground floor	<u>50,000</u>
		\$555,000
	\$31,562/unit; \$49/sq. ft.	
Scheme 3:	12 units/8--1 BR, 4--2 BR	\$445,000
	Ground floor	<u>50,000</u>
		\$495,000
	\$37,083/unit; \$43/sq. ft.	
Scheme 4:	Congregate housing; 24 BR	\$375,000
	Ground floor	<u>50,000</u>
		\$425,000
	\$15,625/unit; \$36/sq. ft.	

* MHFA and the local HUD office were consulted for current cost data for elderly housing.

NOTE: Architectural layouts are based upon a preliminary survey of the building and not upon a detailed structural analysis.

SCHEME 5: CONGREGATE HOUSING

DESCRIPTION

28 Bedrooms, each with half bath and small refrigerator
 4 Shared Living Rooms with outdoor balconies
 4 Shared Cooking Areas with Dining Tables
 8 Shared Bathrooms with bath tubs
 4 Storage Rooms or Medical Service Stations

COST ESTIMATE

Construction Costs for 4 residential floors	\$415,000
Cost of acquiring building (Estimated maximum)	25,000
Cost of renovating ground floor for commercial or semi-public use	50,000
	<u>\$490,000</u>

Construction cost per unit not including site acquisition or ground floor renovation	\$14,821 per unit
---	-------------------

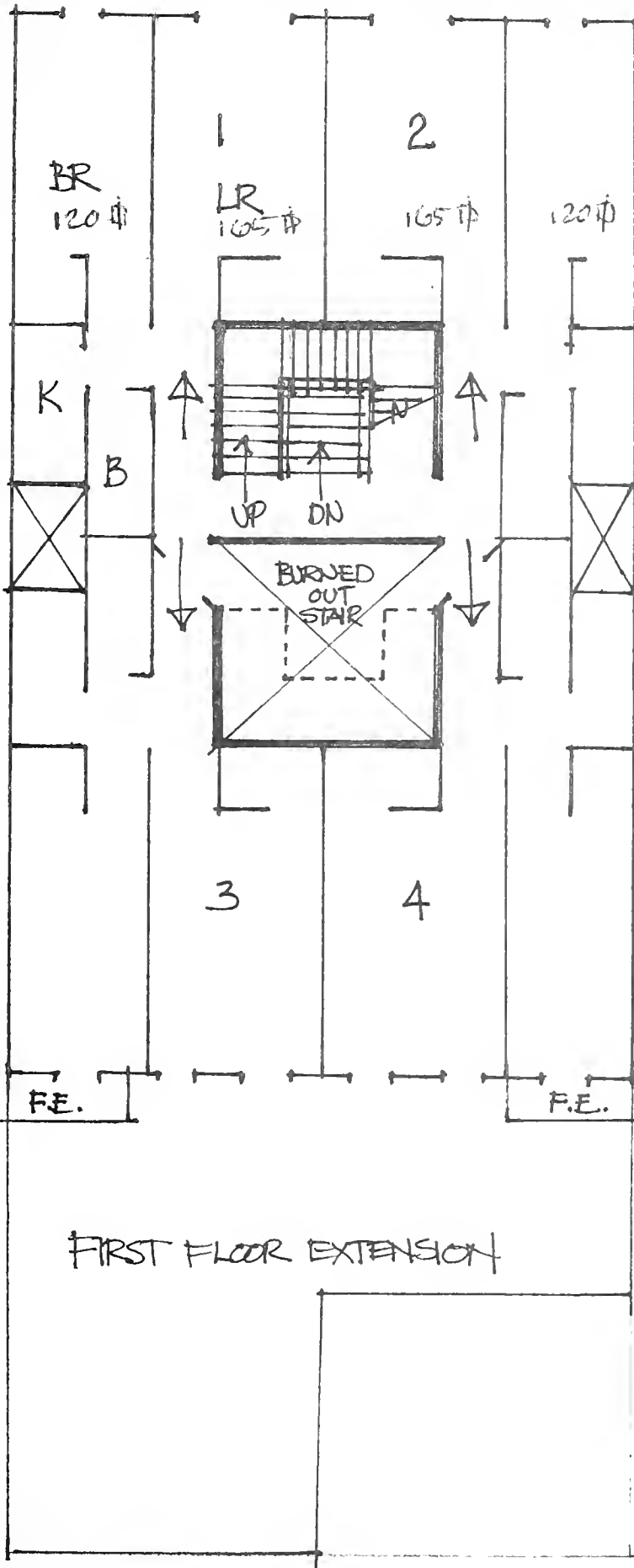
Construction cost per square foot not including site acquisition or ground floor renovation	\$45 per s.f.
--	---------------

APT. SIZE
450 #

EXISTING
LAYOUT

569-571
COLUMBUS
AVE.

38x65'



F.E.

F.E.

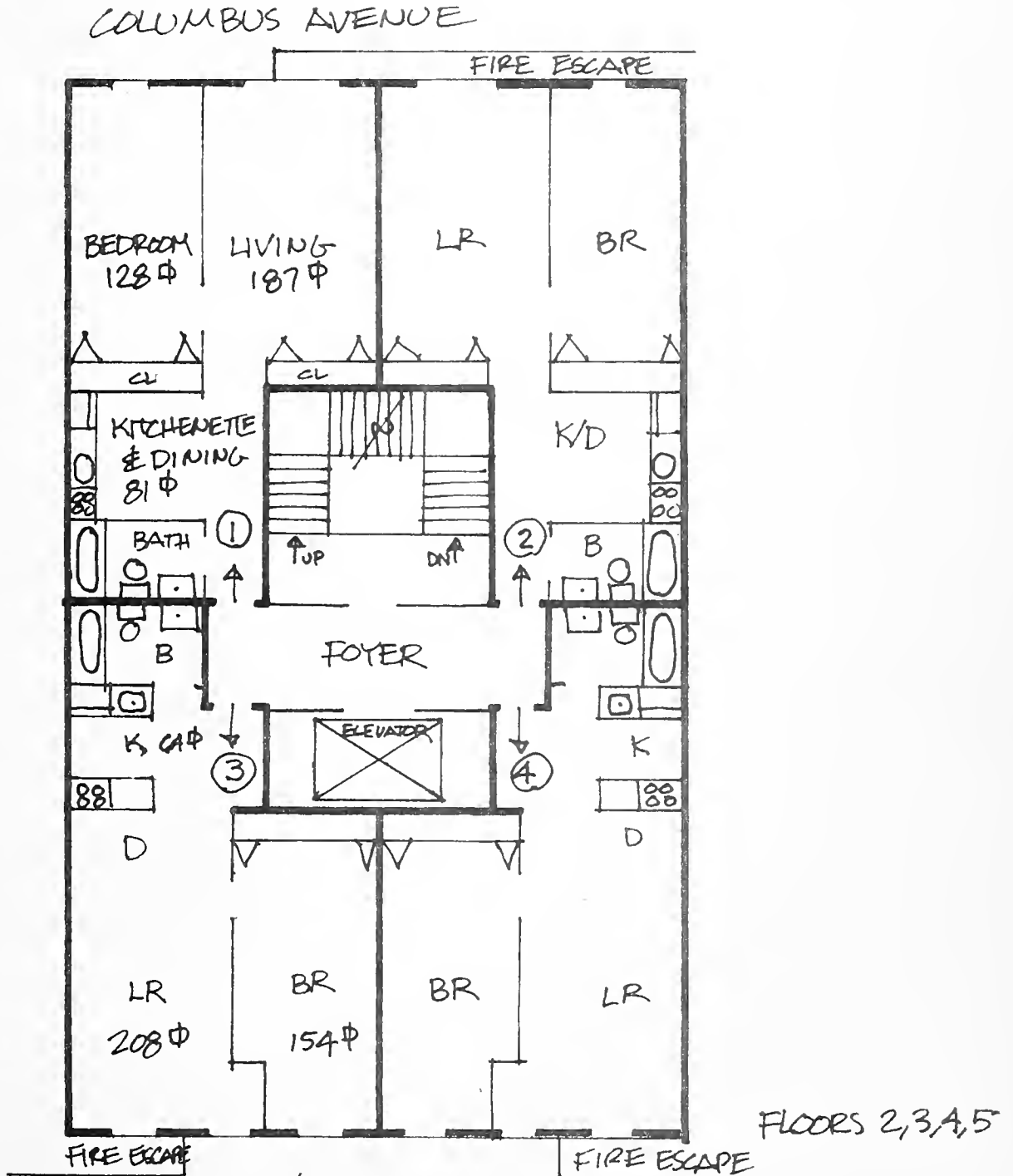
10 FEET

FIRST FLOOR EXTENSION

FLOORS
2,3,4,5

SCHEMATIC LAYOUT 1

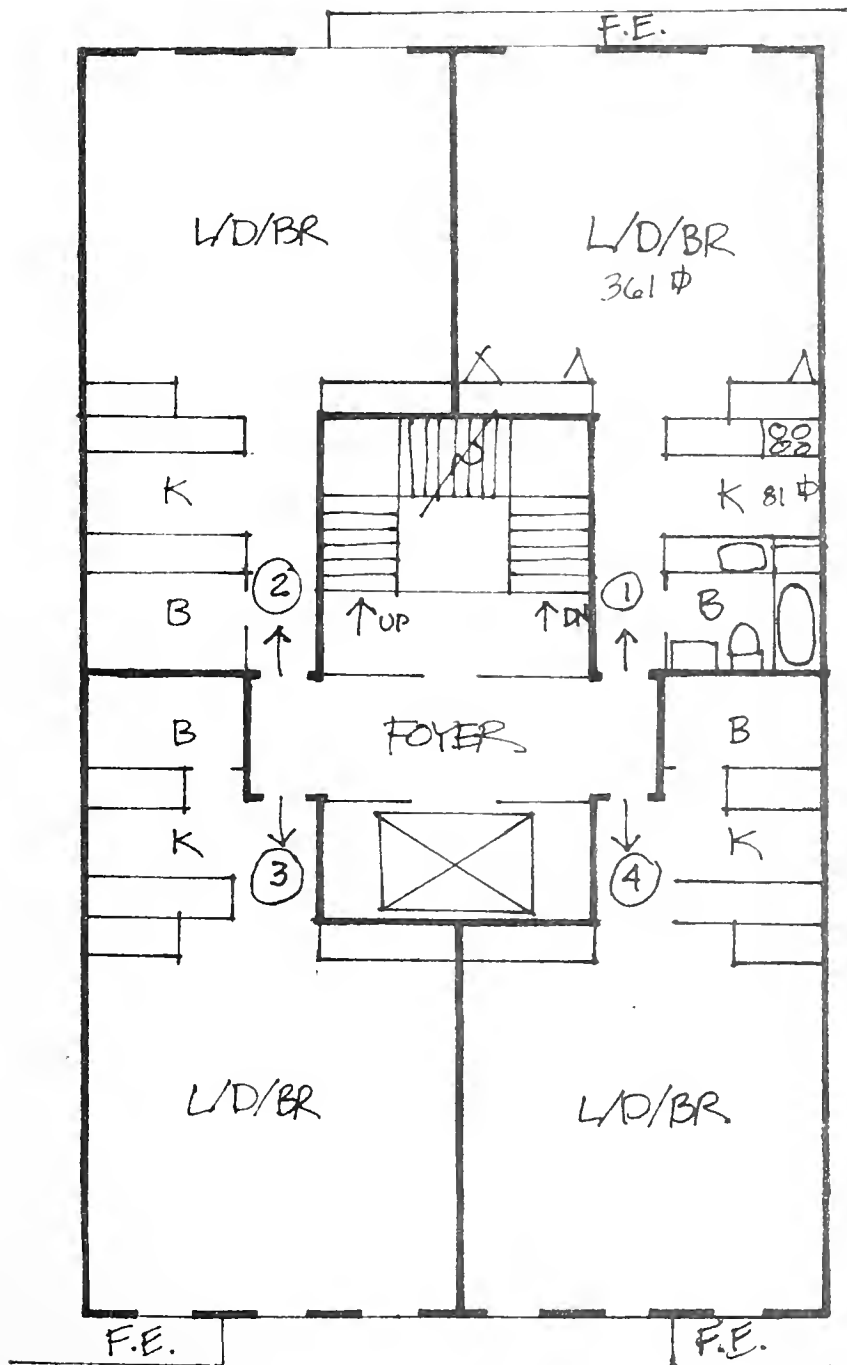
4 - 1 BR UNITS/FLOOR
 16 - 1 BR UNITS TOTAL
 535 SQ. FT. /UNIT



SCHEMATIC LAYOUT 2

4 - EFFICIENCY UNITS/FLOOR
16 - EFFICIENCY UNITS TOTAL

535 SQ. FT./UNIT



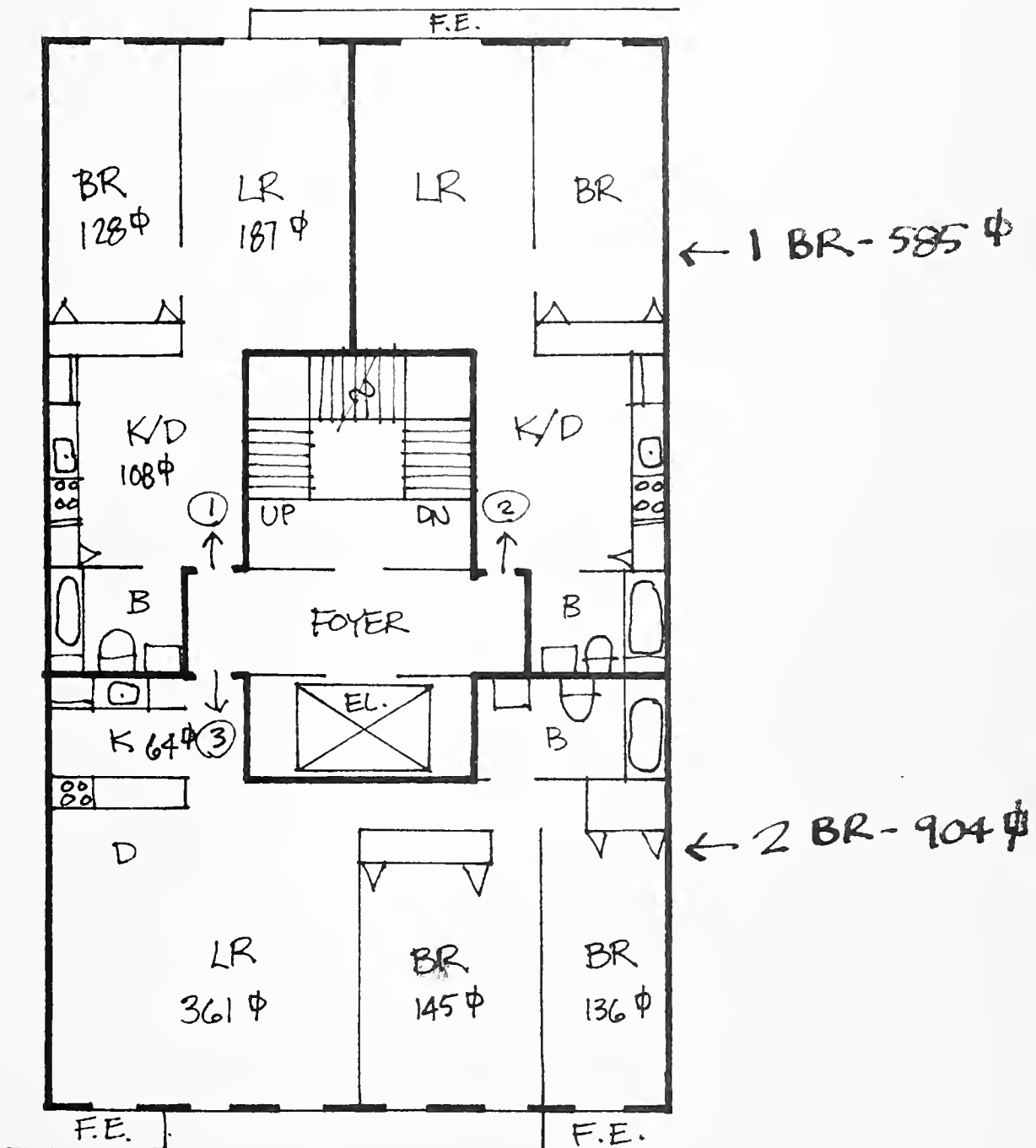
SCHEMATIC LAYOUT 3

3 UNITS / FLOOR

2 - 1BR UNITS - 585 SQ. FT.

1 - 2BR UNIT - 904 SQ. FT.

12 UNITS TOTAL

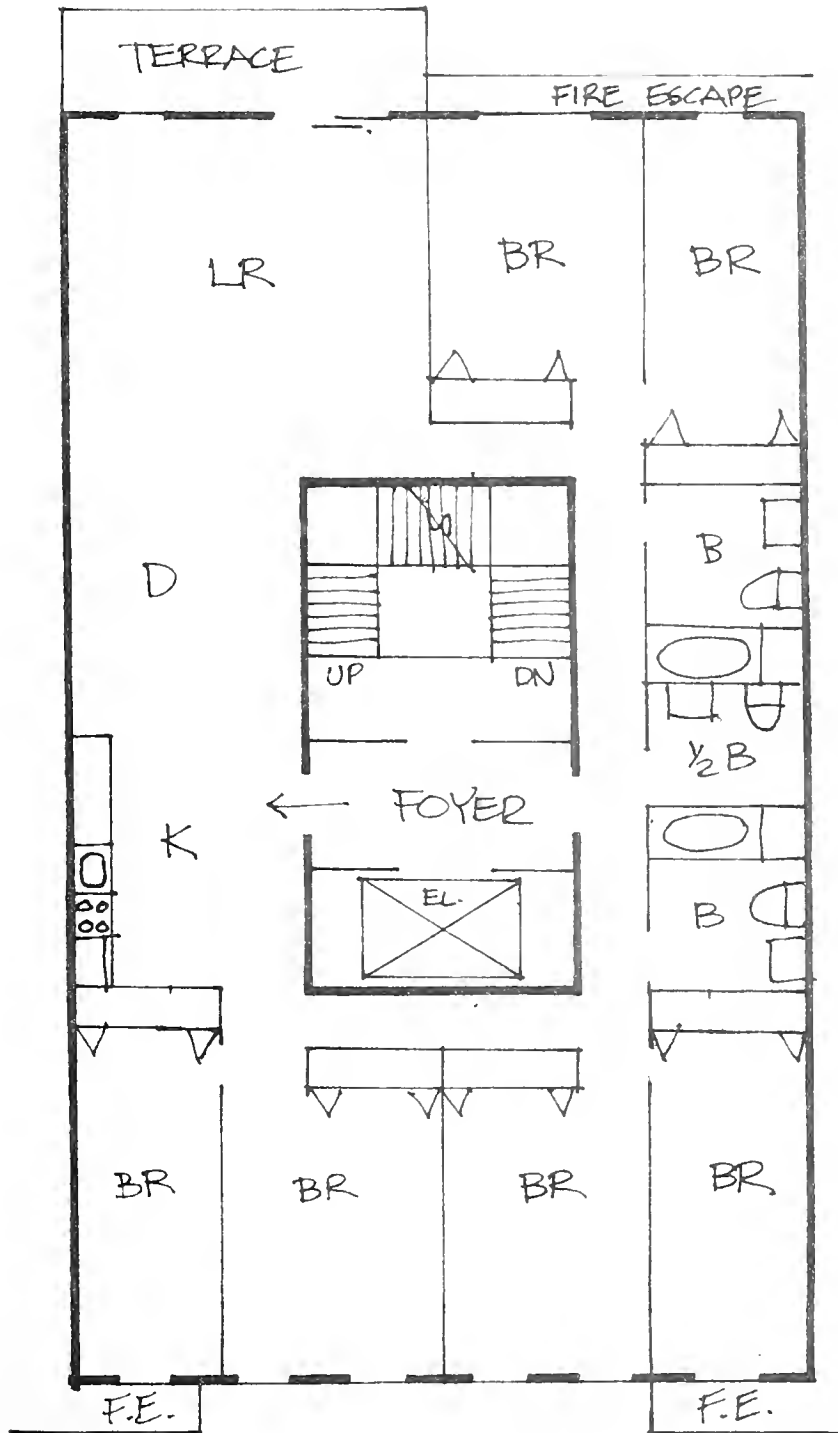


SCHEMATIC LAYOUT 4

CONGREGATE HOUSING

6 BR / FLOOR

24 BR TOTAL



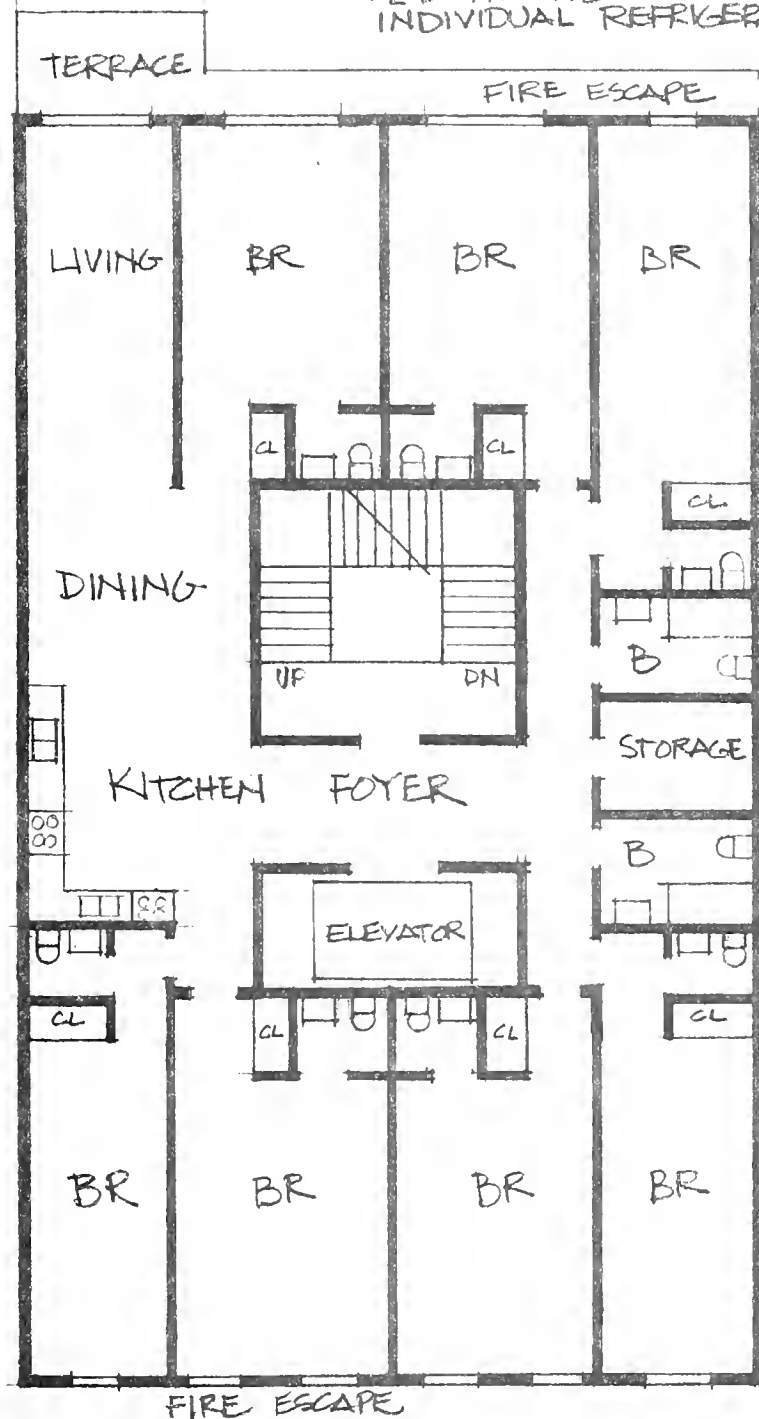
SCHEMATIC LAYOUT 5

CONGREGATE HOUSING

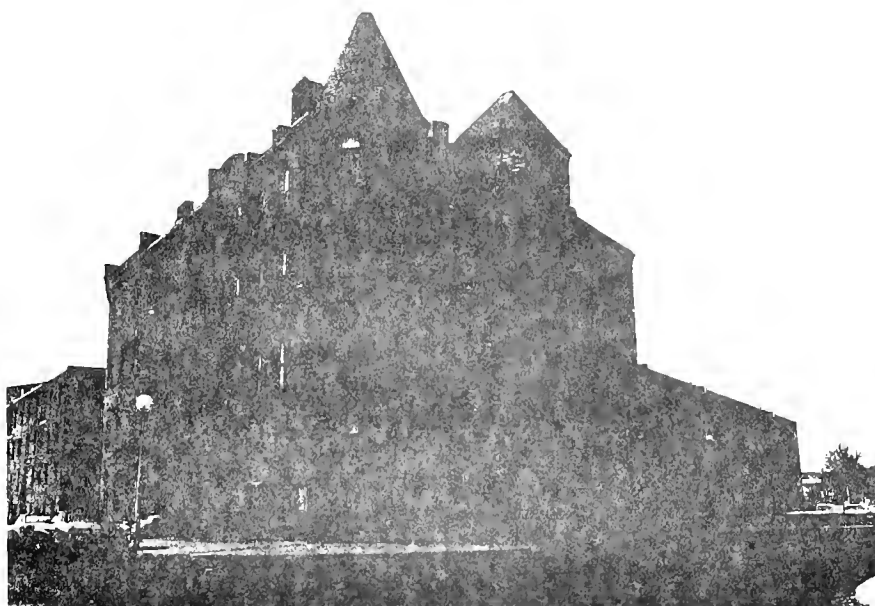
7 BEDROOMS / 2 BATHS / 1 KITCHEN
PER FLOOR

28 BEDROOMS TOTAL

NOTE - EACH ROOM HAS
1/2 BATH AND
INDIVIDUAL REFRIGERATOR.



42 HAMOND STREET/12 WESTMINSTER STREET



BUILDING EVALUATION SHEETDATE 19 May 1978ADDRESS 42 Hammond/12 Westminster OWNER Mr. AronieOCCUPANCY 16 units UNIT SIZES 4-1 BR/12-2BR CURRENT USE ResidentialNUMBER OF STORIES 4 + B FLOOR AREA #42, 990 sf. ~~#12, 2640 sf.~~ SITE AREA 5005 sf.NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR

- | | |
|--|--|
| 1. GENERAL REMARKS | 10. KITCHENS |
| Some tenants have made improvements in their apts. and take good care of them. First floor windows are frequently broken by vandals. | Old appliances. |
| 2. STRUCTURAL CONDITION | 11. SPACE ORGANIZATION |
| Basically sound condition. | Rooms are very small--too small to satisfy H.U.D. standards. Nice apartments could be put in basement. |
| 3. ELECTRICAL SYSTEMS | 12. FLOORS |
| Old. Should have new service and circuit breakers. | |
| 4. PLUMBING | 13. PLASTER |
| Very old bathrooms with high tank toilets. Water piping should be replaced. | Some repairs needed. |
| 5. HEATING SYSTEM | 14. FINISHES |
| Individual gas room heaters in apartments, paid by tenants. | Varies with apartment. |
| 6. ROOF | 15. FACADE |
| Should be replaced. | Brick; tuck pointing needed. |
| 7. EGRESS | 16. LANDSCAPING |
| Fire escapes need some repair work. | No yard. |
| 8. STAIRWAYS | 17. NEIGHBORHOOD CONTEXT |
| Halls and stairways raw rough wood; should be refinished or covered. | Difficult neighborhood; considerable vandalism. |
| 9. WINDOWS | 18. BATHROOMS |
| Many frames and sash need repair; storm windows should be installed. | Old but workable. |

426 MASSACHUSETTS AVENUE



BUILDING EVALUATION SHEET

DATE 12 April 78ADDRESS 426 Mass. Ave. OWNER B.R.A.OCCUPANCY 4 apts, 1 bar UNIT SIZES 1-7 rm, 3-8rm CURRENT USE vacant except bar.
NUMBER OF STORIES 5 FLOOR AREA 1580 sq. ft. SITE AREA 25 x 92

NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR

- | | |
|---|---|
| 1. GENERAL REMARKS
Wally's was significant in development of American jazz; building should be considered historic site. Some historic detail: doors, moldings, FP's | 10. KITCHENS
Total replacement required. |
| 2. STRUCTURAL CONDITION
2 minor fires evident; a few joists damaged. Tuckpointing of brick required on rear beneath windows. | 11. SPACE ORGANIZATION
Apartments are very large, "railroad" flats. Appropriate only for very large families. Inadequate storage closets. |
| 3. ELECTRICAL SYSTEMS
Replace | 12. FLOORS
Third floor water damage ruined floor; must be replaced; other floors require refinishing or a new covering. |
| 4. PLUMBING
Probably total replacement necessary. | 13. PLASTER
50% of plaster must be replaced |
| 5. HEATING SYSTEM
Radiators; probably replace. | 14. FINISHES
Painting required everywhere. |
| 6. ROOF
Resurface | 15. FACADE
Attractive bay front except for first floor extension for bar. Cut stone and brick; good condition. |
| 7. EGRESS
Wooden back stair not acceptable to code as is; no fire escapes on rear of building. | 16. LANDSCAPING
No room in front except for roof of extension. Very small rear lot. Consider acquisition of adjacent vacant BRA lot for use as garden and play lot. |
| 8. STAIRWAYS
Marble to first floor; fairly good condition to top floor except for minor sagging; some handrail and balusters missing. | 17. NEIGHBORHOOD CONTEXT
Rather noisy with a lot of pedestrian street activity, primarily older men standing talking or going in and out of bar; not ideal for children. |
| 9. WINDOWS
Replace 40 windows on apts. + ground floor. | 18. BATHROOMS
1 bathroom per apartment exists but these require total replacement. |
| 1. Continued. 9-10' ceilings; 3-4 fireplaces/ unit. | |

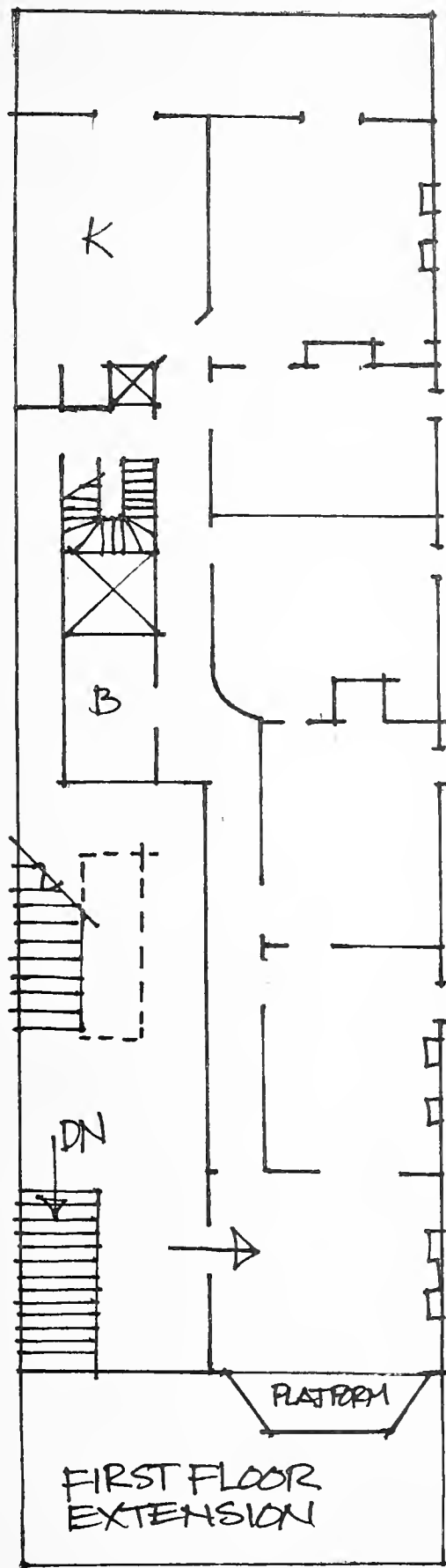
426
MASS. AVE.

EXISTING
LAYOUT

25x73'
= 25x85'

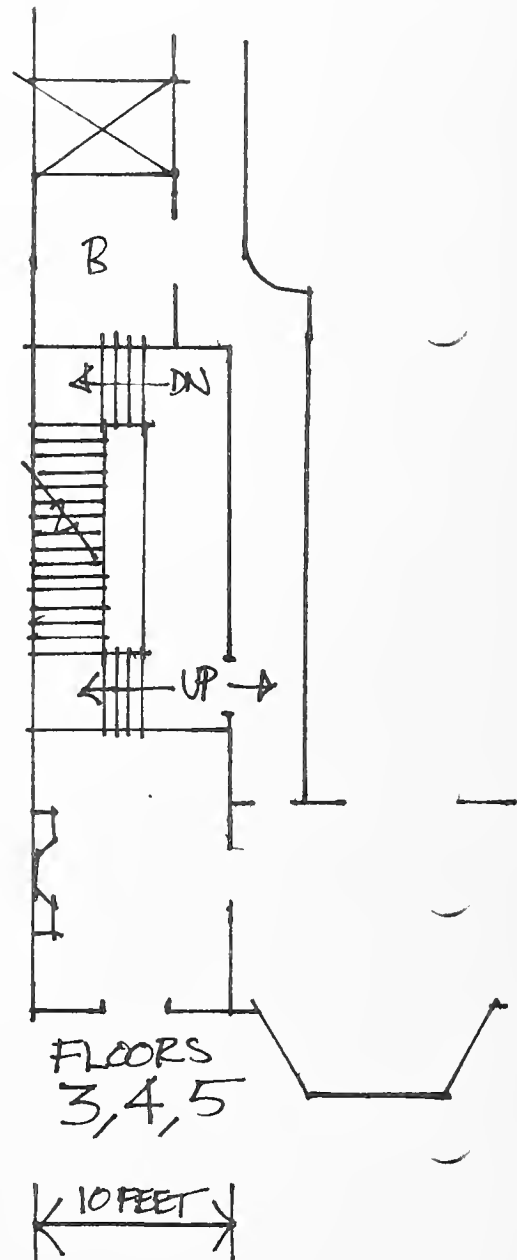
↑
VACANT
LOT OWNED
↓ BY B.R.A.

FLOOR 2



MASS. AVE.

APT. SIZES
2 - 1340 ϕ
3, 4, 5 - 1500 ϕ



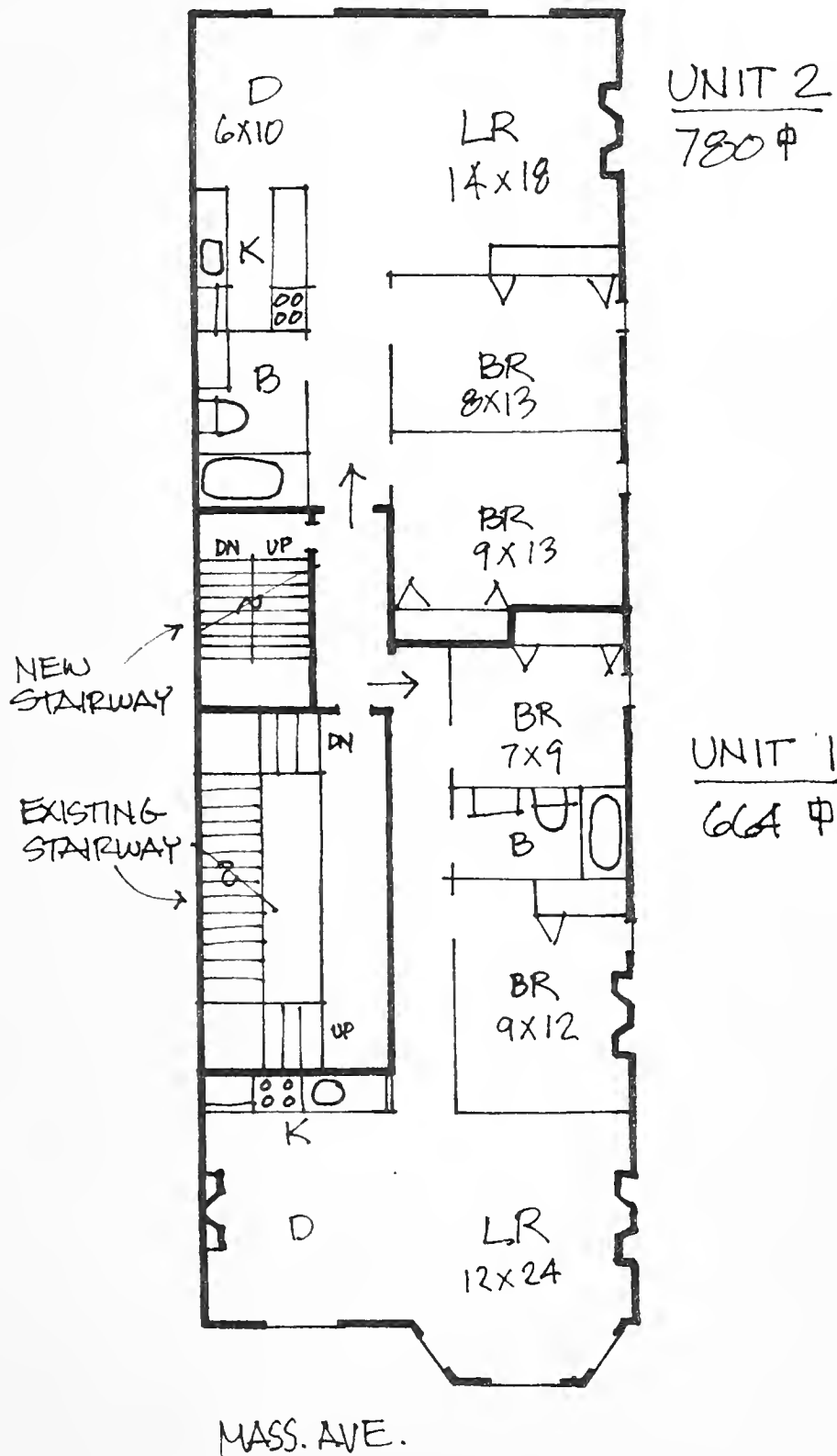
FLOORS
3, 4, 5

10 FEET

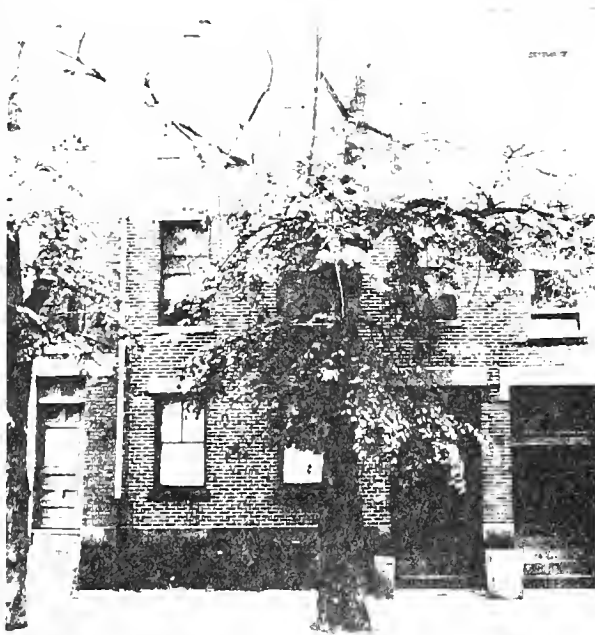
426 MASS. AVE.

SCHEMATIC LAYOUT

2 - 2 BEDROOM UNITS / FLOOR



290 SHAWMUT AVENUE



ADDRESS 290 Shawmut Avenue OWNER George Anastos
 OCCUPANCY Rooms UNIT SIZES -- CURRENT USE 3 rms. used
 NUMBER OF STORIES B + 4 FLOOR AREA 720 s.f. SITE AREA 1250 s.f.
 NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR

1. GENERAL REMARKS

A charming small house on an attractive section of Shawmut Avenue; historical detail inside and outside of building.

2. STRUCTURAL CONDITION

Basically sound.

3. ELECTRICAL SYSTEMS

Replace.

4. PLUMBING

Replace.

5. HEATING SYSTEM

Replace.

6. ROOF

Major repair required; evidence of major leakage on top floor.

7. EGRESS

Fire escapes needed on rear for multiple occupancy.

8. STAIRWAYS

Attractive basic design and structurally o.k.; some repairs needed.

9. WINDOWS

Need putty work and painting; retain sash and muntin design. Storm windows should be installed

10. KITCHENS

None

11. SPACE ORGANIZATION

Must be reorganized for multi-family occupancy, but most partitions can remain.

12. FLOORS

Refinish or resurface.

13. PLASTER

All plaster must be replaced on top floor and at least 50% on other floors.

14. FINISHES

Complete repainting required.

15. FACADE

Clean brick and granite; some tuckpointing required.

16. LANDSCAPING

none

17. NEIGHBORHOOD CONTEXT

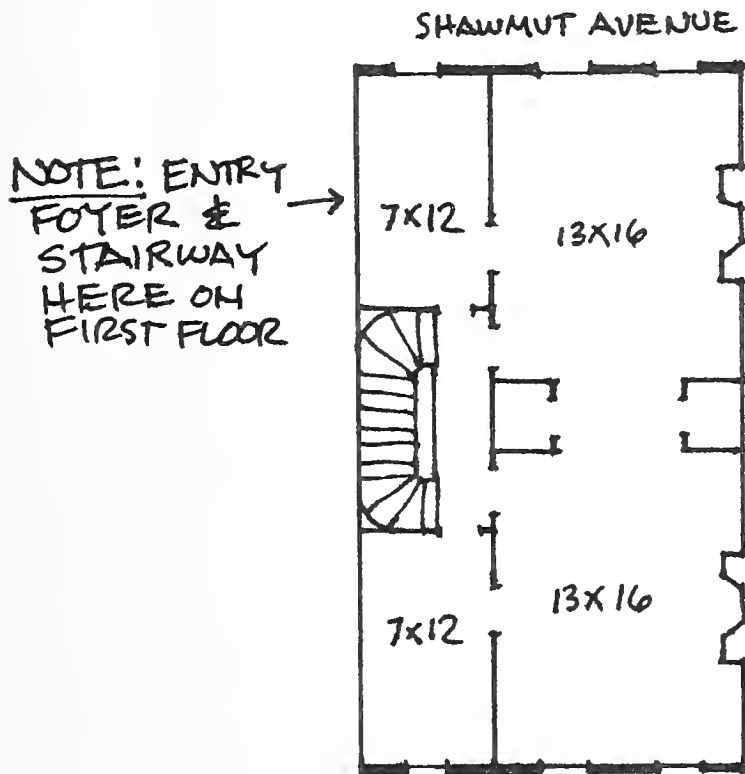
Attractive context appropriate for residential use.

18. BATHROOMS

Replace all bathrooms.

290 SHAWMUT AVENUE

EXISTING LAYOUT



FLOORS 2,3,4

NOTE: TOP FLOOR
HAS DORMER
WINDOWS
FRONT & BACK

FLOOR AREA: $20 \times 36 = 720 \text{ } \Phi$

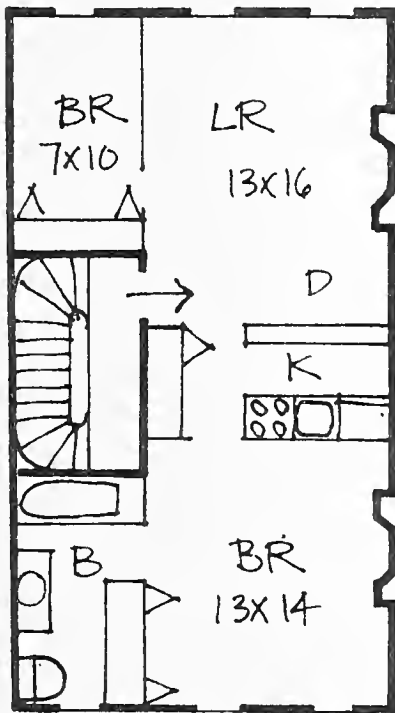
APT. SIZE = $650 \text{ } \Phi$

290 SHAWMUT AVENUE

SCHEME 1

3-2 BR UNITS-650¢
1-3 BR DUPLEX-1100¢

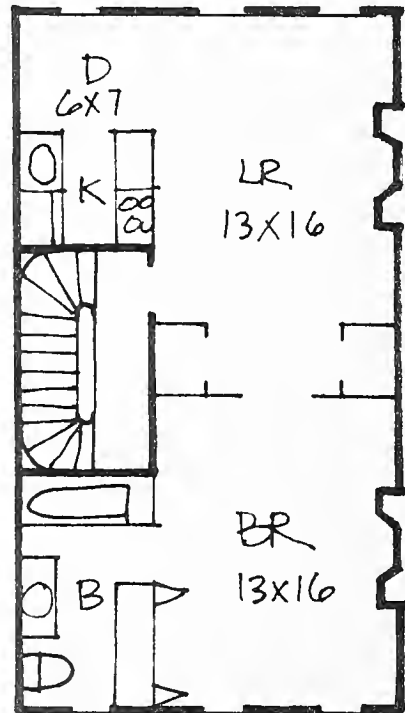
NOTE: →
HERE
AIRWAY
OCCUPY
THIS SPACE
ON FIRST
FLOOR



FLOORS 2,3,4

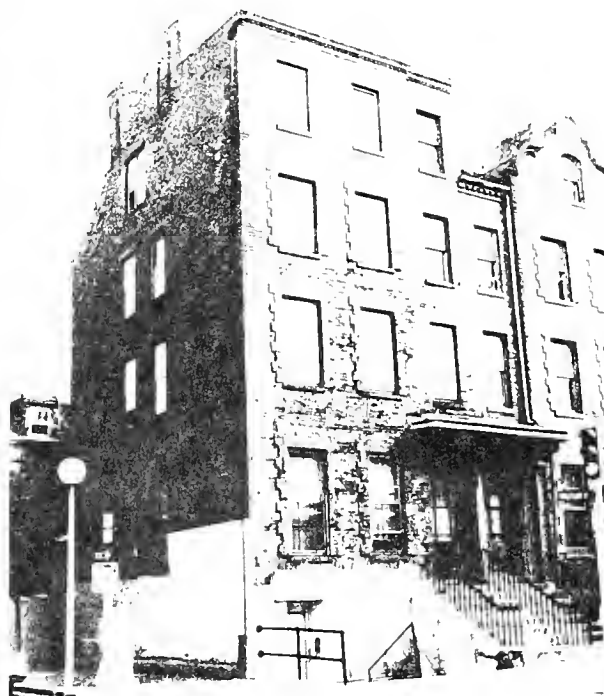
SCHEME 2

5-1 BR UNITS-650¢
OR
3-1 BR UNITS-650¢
1-3 BR DUPLEX-1100¢



F.E.

293 SHAWMUT AVENUE



BUILDING EVALUATION SHEET

DATE 19 May 1978ADDRESS 293 Shawmut Avenue OWNER Thaminee KhouryOCCUPANCY Own. occ. Lodging house UNIT SIZES 2 apts., 5rms CURRENT USE ResidentialNUMBER OF STORIES 4 + B FLOOR AREA 880 sf/floor SITE AREA 1535 sf.NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR 1132 sf/1st fl.

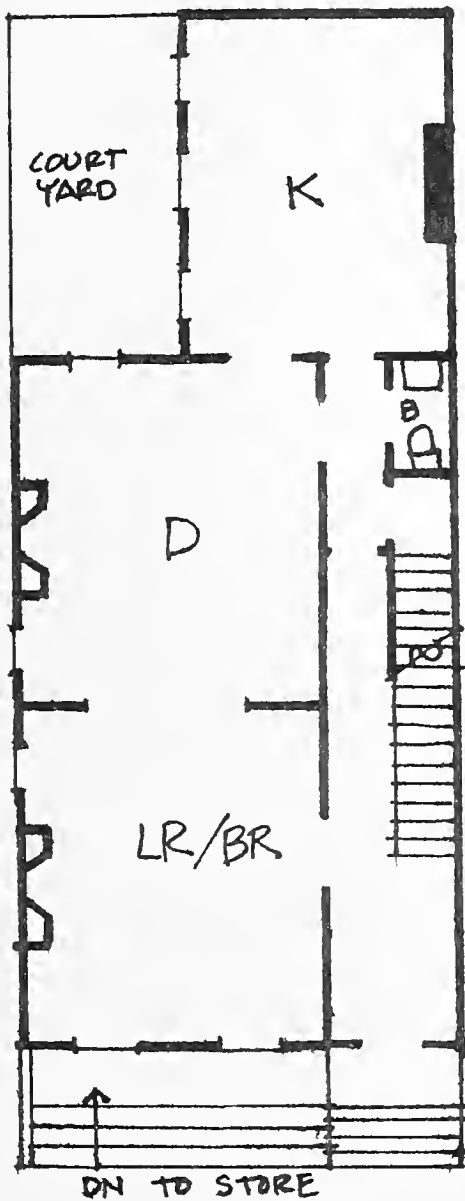
- | | |
|--|---|
| <p>1. GENERAL REMARKS</p> <p>Owner would like to convert to apts. Part of third floor damaged by fire.</p> | <p>10. KITCHENS</p> <p>Kitchen is in addition that should be torn down.</p> |
| <p>2. STRUCTURAL CONDITION</p> <p>Rear addition has poor foundation and should be rebuilt or torn down.</p> | <p>11. SPACE ORGANIZATION</p> <p>Alterations are needed for use as apartments (see plans)</p> |
| <p>3. ELECTRICAL SYSTEMS</p> | <p>12. FLOORS</p> <p>Oak on first floor. Worn linoleum in some rooms on upper floors should be removed.</p> |
| <p>4. PLUMBING</p> <p>Replace water piping.</p> | <p>13. PLASTER</p> <p>Many plaster problems. Two rooms need completely new walls and ceilings.</p> |
| <p>5. HEATING SYSTEM</p> <p>Radiators and pipes intrude in all rooms. Radiators have been placed in front of the fireplaces.</p> | <p>14. FINISHES</p> <p>Upper floors need painting.</p> |
| <p>6. ROOF</p> <p>Needs replacement; leaks are apparent throughout the house</p> | <p>15. FACADE</p> <p>Brick was once painted and is now scaling; old paint should be removed. Tuck pointing is needed.</p> |
| <p>7. EGRESS</p> <p>Fire escape should be added for use as apartments.</p> | <p>16. LANDSCAPING</p> <p>Rear courtyard and front areaway need treatment.</p> |
| <p>8. STAIRWAYS</p> <p>Some tread and railing repairs needed on third floor.</p> | <p>17. NEIGHBORHOOD CONTEXT</p> <p>Attractive corner location on a pleasant street.</p> |
| <p>9. WINDOWS</p> | <p>18. BATHROOMS</p> <p>Replace bathrooms.</p> |

293 SHAWMUT AVENUE

EXISTING LAYOUT

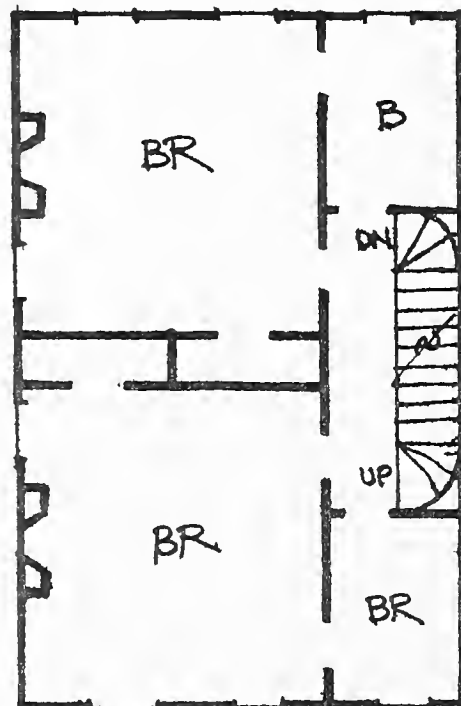
FLOOR AREA: 1 - 1132 SQ. FT.

2,3,4 - 880 SQ. FT.



SHAWMUT AVE.

FLOOR 1



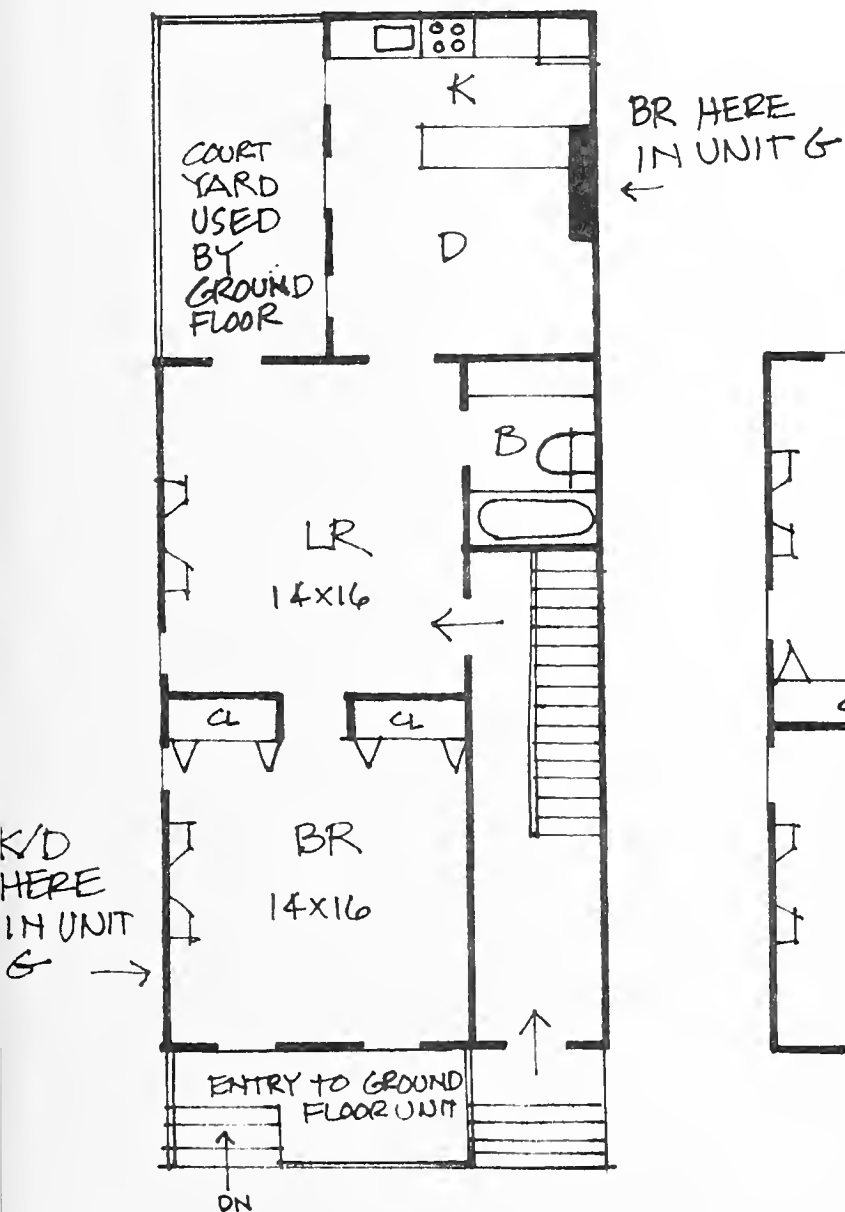
FLOORS 2, 3, 4

TOP FLOOR
HAS
DORMERS
ON REAR

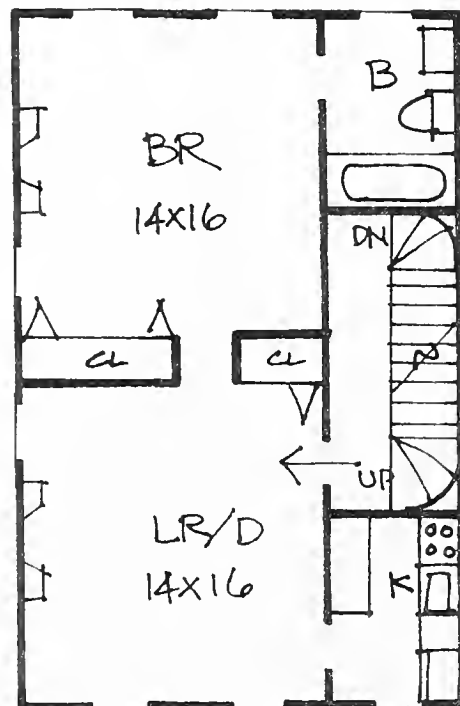
293 SHAWMUT AVENUE

SCHEMATIC LAYOUT

5 - 1BR APARTMENTS



FLOOR 1

AREA = 920 \pm 

FLOORS 2,3,4

AREA OF APT. = 670 \pm

4. REHABILITATION ANALYSIS AND COSTS

Eight buildings were evaluated in terms of their potential for low and moderate income housing. After conducting a field survey of each building (interior and exterior), alternative layouts and cost estimates were developed. Six of the survey properties were vacant and many of the units were in a serious state of disrepair.

The rehabilitation cost analysis can be used in selecting projects of different goals or priorities. For example, if large family units are preferred, certain buildings can be eliminated from consideration that are more suitable as one bedroom or efficiency apartments. In contrast, the 426 Massachusetts Avenue structure is most appropriate for larger family size units because of its "railroad flat" layout.

Cost comparisons can be made on the basis of costs per square foot, per unit, and/or total costs for the entire building. In general, unit cost is proportional to unit size. The lowest unit costs (\$14,583 and \$14,821) result with congregate housing schemes 4 and 5 (596-571 Columbus Avenue). However, the costs per square foot

are relatively high, \$38 and \$45 respectively. Each unit proposed for congregate housing, although small, has many of the same facilities as a larger apartment. The cost of the elevator is also substantial. The square foot cost of Scheme 5 is particularly high because each unit has a private half bath and refrigerator. These facilities were included in a design proposal in response to discussions with a congregate housing manager in Cambridge, Ma.

The most economical buildings according to unit size are as follows:

Congregate Housing*	569-571 Columbus Ave.	\$14,583/Unit
1 Bedroom Units	290 & 293 Shawmut Ave.	\$25,000/Unit
2 Bedroom Units	531 Columbus Ave.	\$25,000/Unit
4/5 Bedroom Units*	426 Mass. Ave.	\$45,000/Unit

*Indicates that no other buildings were considered for this type of occupancy.

Cost data for rehabilitating existing structures in similar areas were obtained from the Massachusetts Housing Finance Agency, U.S. Department of Housing and Urban Development, and from a local developer. These estimates assume professional labor and total rehabilitation including replacement of all building systems.

Estimates consider number of units, size of units, condition of original structure, and the average costs per unit and per square foot. Costs are provided with and without site acquisition fees, since this cost may be waived when the property is part of an Urban Renewal area or owned by the City. The site cost listed in the tables is based on estimated market values for similar structures. Costs per unit and per residential square foot do not include the site cost (if any) nor the cost of developing the ground floor for non-residential use. The gross cost per square foot includes the site and the development of the ground floor for commercial or semi-public use.

TABLE 1: REHABILITATION COST ESTIMATES

NOTE: In Table 1, site costs are estimates. These figures may be irrelevant since some properties are Urban Renewal sites which may be granted to the developer at a negligible cost.

Cost per square foot is given in two forms: net and gross. Net cost applies to residential space only and excludes the site and development of the ground floor (G). Gross cost per square foot includes the site and the cost of developing the ground floor for non-residential use.

Estimated maintenance costs do not include taxes or financing. Utilities, insurance, part-time maintenance services, supplies, and repairs are included in this category except as noted.

*Indicates total residential square footage in building.

ADDRESS	NUMBER OF UNITS & TOTAL RESIDEN- TIAL S.F.	REHAB. COSTS	SITE COST	TOTAL COST & UNIT COST(U)	COST PER SQ. FT. NET/GROSS	ESTIMATED MAINT. COSTS/YR.
531 Columbus Avenue	4--2 BR 3200 sf*	\$100,000 G 16,000 \$116,000	\$25,000	\$141,000 U\$25,000	\$31/39	\$7000/yr.
567 Columbus Avenue	6--E 3--2 BR 2499 sf	\$102,000 G 18,000 \$120,000 \$ 87,000 G 18,000 \$105,000	\$20,000 \$20,000	\$140,000 U\$17,000 \$125,000 U\$29,000	\$41/49 \$35/39	\$6500/yr. \$6000/yr.

ADDRESS	NUMBER OF UNITS & TOTAL RESIDEN- TIAL S.F.	REHAB. COSTS	SITE COST	TOTAL COST & UNIT COST(U)	COST PER SQ. FT. NET/GROSS	ESTIMATED MAINT. COSTS/YR.
569-571 Columbus Avenue	16--1 Br or E	\$480,000 G 50,000 \$530,000	\$25,000	\$555,000 U\$30,000	\$52/54	\$18,000/yr.

	8--1 BR 4--2 BR	\$420,000 G 50,000 \$470,000	\$25,000	\$495,000 U\$35,000	\$45/48	\$16,000/yr.

	24--BR Congre- gate	\$350,000 G 50,000 \$400,000	\$25,000	\$425,000 U\$14,583	\$38/40	\$20,000/yr.

	28--BR Congre- gate	\$415,000 G 50,000 \$465,000	\$25,000	\$490,000 U\$14,821	\$45/53	\$22,000/yr.
	9271 sf.					
426 Mass. Avenue	8--2 BR	\$240,000 G 35,000 \$275,000	\$30,000	\$305,000 U\$30,000	\$36/40	\$11,500/yr.

	4--4/5 BR 6720 sf.	\$180,000 G 35,000 \$215,000	\$30,000	\$245,000 U\$45,000	\$27/31	\$10,500/yr.
290 Shawmut Avenue	3--2 BR 1--3 BR/ Dup.	\$115,000	\$30,000	\$145,000 U\$28,750	\$32/40	\$6500/yr.

	5--1 BR 3600 sf.	\$125,000	\$30,000	\$155,000 U\$25,000	\$35/43	\$6500/yr.
293 Shawmut Avenue	5--1 BR	\$125,000	\$35,000	\$160,000 U\$25,000	\$26/33	\$6500/yr.
	4900 sf.					
42 Hammond & 12 Westmin- ster	4--E** 12--1 BR 14,520 sf.	\$435,000 Basement not incl.	\$10,000	\$445,000 U\$27,188	\$30/31	\$20,000 (Utilities by tenants)

**Room sizes in the existing building are generally too small to satisfy H.U.D. standards. Thus, 2 Bedroom units have been changed to 1 BR units and 1 BR units have been changed to Efficiencies.

5. CRITERIA FOR THE SELECTION OF APARTMENT UNITS FOR
REPAIR AND REHABILITATION IN OCCUPIED BUILDINGS

Michael & Susan Southworth City Design & Architecture

PRIORITY WILL BE GIVEN TO:

1. Buildings occupied by tenants of low or moderate income who are:
 - a. elderly
 - b. handicapped
 - c. families
 - or d. long term tenants (3 years or more)
2. Buildings whose financial analysis allows low or moderate income persons to become owners through various means such as sweat equity, rehabilitation programs, subsidies, or revolving loans.
3. Units with hazardous conditions and/or code violations, provided solutions to such problems are cost-efficient.
4. Improvements that will substantially improve the comfort and safety of tenants; for example, improvements may include electrical and plumbing repairs, as well as improvement of heating or insulation, windows, weather stripping, locks, plaster or tile work, floors, stairways, mail boxes, painting, bathroom fixtures, or kitchen appliances.
5. Units which are vacant and unrentable because of condition; the intent is to increase the total amount of low income rental housing stock by this means.
6. Improvements that result in energy savings, e.g. storm windows, insulation and weather stripping, skylights, solar heating, repairs to the heating system, repair of thermostats.

7. Tenants or owners who can share expenses or provide "sweat equity" through their own labor.

IN ADDITION, THE FOLLOWING CRITERIA APPLY:

8. Work should not relocate existing tenants.
9. Buildings generally should not have major structural or mechanical problems that will affect the units proposed for rehabilitation. For example, furnaces, roofs, major plumbing lines, and major electrical supply lines would not normally be included as part of this program.
10. Owner approval of the repairs in the form of a written contract is required; this may incorporate a financing agreement.
11. Tenants, building owners, and USES must agree on improvements; work must be approved by USES.
12. Rents of rehabilitated units shall remain within the financial capability of tenants occupying the units at the time of rehabilitation.

6. REPAIR SURVEY

42 BRADFORD STREET



APARTMENT EVALUATION SHEET

DATE 15 May 1978ADDRESS 42 Bradford St. OWNER Alice KallilUNIT DESCRIPTION Single family/occupied by owners, their 2 daughters, and several grandchildrenNUMBER OF STORIES IN BUILDING B + 4 FLOOR AREA Approx. 20 x 30

NOTE PROBLEMS AND ESTIMATED COSTS:		DESCRIPTION	COST
1. SECURITY:	LOCKS WINDOW GUARDS DOOR BELLS MAIL BOXES		
2. DOORS:	EXTERIOR APARTMENT ENTRY INTERIOR CLOSET	Basement/front Replace two knob sets	\$150 75
3. ELECTRICAL:	FIXTURES SWITCHES CONDUIT OTHER		
4. HEATING:	FURNACE OR BOILER HEATING UNITS SUPPLY LINES OTHER	Heat needed in back hall/B	400
5. PLUMBING:	FIXTURES PIPES AND FITTINGS DRAINS, FAUCETS, VALVES OTHER	Replace toilet/B Possible leak in waste pipe	100 150
6. APPLIANCES			
7. PLASTER/DRYWALL/CERAMIC TILE		Plaster stairwell/B - 4 Basement 1/2 Bath ceiling	1500 300
8. CABINETWORK		Replace kitchen cupboards	
9. FLOORS:	FINISH FLOOR ROUGH FLOORING	Replace floor in back hall 175 s.f.	500
10. STAIRWAYS			
11. WINDOWS			
12. INSULATION, STORM WINDOWS, WEATHER STRIPPING		Storm door/B rear Insulation under floor/B Storm windows/26 @ \$50	75 350 1300
13. ROOF, FLASHING			
14. PAINTING			550
15. PEST CONTROL			
16. OTHER	Remove K on 1/build closet Waterproof foundation wall New gas/steam furnace in Basement. Owner would like to remove wall between furnace and hall to heat hall or else find a way of putting a non-electric heating unit in hall; investigate possibility of hot H2O unit		500 500 SUBTOTAL \$6450
17. COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR: 20% OF SUBTOTAL ABOVE			1290
TOTAL ESTIMATED COST			\$7740

52
APARTMENT EVALUATION SHEET

DATE 3 May 1978

ADDRESS 531 Columbus Avenue OWNER Mr. Williams

UNIT DESCRIPTION 4 units in building/units 2 & 4 were surveyed

NUMBER OF STORIES IN BUILDING G + 4 FLOOR AREA 800

NOTE PROBLEMS AND ESTIMATED COSTS: DESCRIPTION COST/unit

1. SECURITY:	LOCKS	3 locks	175
	WINDOW GUARDS		
	DOOR BELLS	Replace	150
	MAIL BOXES	Replace	50
2. DOORS:	EXTERIOR		
	APARTMENT ENTRY	3 doors	100
	INTERIOR	3 doors	75
	CLOSET		
3. ELECTRICAL:	FIXTURES		150
	SWITCHES		
	CONDUIT		
	OTHER		150
4. HEATING:	FURNACE OR BOILER		
	HEATING UNITS		150
	SUPPLY LINES		
	OTHER		
5. PLUMBING:	FIXTURES	Replace fixtures	1000
	PIPES AND FITTINGS		
	DRAINS, FAUCETS, VALVES	Kitchen	450
	OTHER		
6. APPLIANCES		Kitchen/replace all appl.	750
7. PLASTER/DRYWALL/CERAMIC TILE		Repair plaster	1500
8. CABINETWORK		kitchen cupboards	350
9. FLOORS:	FINISH FLOOR	Refinish floors/tile bath	1200
	ROUGH FLOORING	Carpet stairway and corridor	400
10. STAIRWAYS		Structural problems with	
		treads and railing	500
11. WINDOWS			
12. INSULATION, STORM WINDOWS, WEATHER STRIPPING		Storm windows needed	300
13. ROOF, FLASHING		Repair roof	400
14. PAINTING		Repaint unit	500
15. PEST CONTROL			
16. OTHER			
SUBTOTAL			8350
17. COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR:			
20% OF SUBTOTAL ABOVE			1670

TOTAL ESTIMATED COST \$10,020 per unit
Four units: TOTAL \$40,080

APARTMENT EVALUATION SHEET

DATE 19 May 1978

ADDRESS 42 Hammond/12 Westminster OWNER Mr. AronieUNIT DESCRIPTION 2 bldgs.: #42--4/1 BR, 4/2 BR; #12--8/2 BRNUMBER OF STORIES IN BUILDING 4 + B FLOOR AREA #42, 990 sq. ft.NOTE PROBLEMS AND ESTIMATED COSTS: DESCRIPTION #12, 2640 sq. ft. COST

1. SECURITY:	LOCKS	2 entries	\$200
	WINDOW GUARDS		
	DOOR BELLS		800
	MAIL BOXES	2 entries	250
2. DOORS:	EXTERIOR	2 entries	400
	APARTMENT ENTRY		
	INTERIOR		
	CLOSET		
3. ELECTRICAL:	FIXTURES		
	SWITCHES		
	CONDUIT		
	OTHER	new service and Circuit B's	3500
4. HEATING:	FURNACE OR BOILER		
	HEATING UNITS		
	SUPPLY LINES		
	OTHER		
5. PLUMBING:	FIXTURES		
	PIPES AND FITTINGS	Repair water piping	2500
	DRAINS, FAUCETS, VALVES		
	OTHER		
6. APPLIANCES			
7. PLASTER/DRYWALL/CERAMIC TILE			
8. CABINETWORK			
9. FLOORS:	FINISH FLOOR	Entries, halls, stairways	1500
	ROUGH FLOORING		
10. STAIRWAYS			
11. WINDOWS		Sash repair/96 windows	2000
12. INSULATION, STORM WINDOWS, WEATHER STRIPPING		Storm windows/96 @ \$50	4800
13. ROOF, FLASHING		Roof replacement	5000
14. PAINTING		Entries, halls, stairways	1000
15. PEST CONTROL			
16. OTHER		Fire escape repair	400
		Chimney repair	500

NOTE: Although kitchens and bathrooms are old, they are workable; replacement is not included in this estimate.

17. COORDINATION, SUPERVISION, & INSPECTION
BY ARCHITECT OR GENERAL CONTRACTOR:
20% OF SUBTOTAL ABOVE

SUBTOTAL 22,850

4,570

TOTAL ESTIMATED COST 27,420

\$1523/uni

SURVEY OF BUILDING CONDITION: 62, 64, & 79 Rutland Street

Michael & Susan Southworth/City Design & Architecture

We have examined 4 of the 9 units in these 3 buildings. In general, repairs required and requested by tenants are of a relatively minor level, including repair of holes in drywall, replacement of closet doors, repair of leaking faucets, repair of window sash springs, and gluing down of loose linoleum tile. Several heat convector units have been damaged because protective covers are not tightly secured to the unit; covers should be permanently bolted to the units to prevent removal. Several convectors must be replaced or repaired due to damage. One tenant complained of non-functioning electrical systems in one room.

Security of all buildings and units should be improved with better locks; in some cases new door bells, mail boxes, and doors are needed.

Detailed repair requirements are attached, along with cost estimates.

Total repair costs for the units surveyed are estimated at \$6,999. This includes \$5,832.50 for labor and materials and \$1166.50 for the supervision, coordination, and inspection by a licensed general contractor or architect.

Using these figures, the average repair cost per floor is \$874.88. The total repair cost for all units in the 3 buildings, including those not seen, using the average floor cost is \$12,155.

It should be noted that the top (4th) floor of 79 Rutland Street is not habitable and has never been renovated. The estimated cost for rehabilitating this floor, the top floor (a triplex apartment) is \$12-16,000. This cost is in addition to the repair cost of \$12,155.

Suite 624/419 Boylston/Boston 02116/267-5567

62 RUTLAND STREET



79 RUTLAND STREET



APARTMENT EVALUATION SHEET

DATE 15 May 1978ADDRESS 62 Rutland Street OWNER H.U.D.UNIT DESCRIPTION B + 1/DuplexNUMBER OF STORIES IN BUILDING B + 4 FLOOR AREA Approx. 20 x 36

NOTE PROBLEMS AND ESTIMATED COSTS:		DESCRIPTION	COST
1.	SECURITY:	LOCKS	2 locks 125
		WINDOW GUARDS	4 window guards/B 400
		DOOR BELLS	Install new door bells 250
		MAIL BOXES	Replace.....125....
2.	DOORS:	EXTERIOR	
		APARTMENT ENTRY	
		INTERIOR	
		CLOSET	Install 4 metal closet doors 200....
3.	ELECTRICAL:	FIXTURES	
		SWITCHES	
		CONDUIT	
		OTHER	Electricity doesn't work/BR-B 150....
4.	HEATING:	FURNACE OR BOILER	
		HEATING UNITS	
		SUPPLY LINES	
		OTHER
5.	PLUMBING:	FIXTURES
		PIPES AND FITTINGS
		DRAINS, FAUCETS, VALVES	Bathroom drain prob. 25
		OTHER
6.	APPLIANCES
7.	PLASTER/DRYWALL/CERAMIC TILE
8.	CABINETWORK
9.	FLOORS:	FINISH FLOOR
		ROUGH FLOORING
10.	STAIRWAYS
11.	WINDOWS	Repair springs	200
12.	INSULATION, STORM WINDOWS, WEATHER STRIPPING
13.	ROOF, FLASHING
14.	PAINTING
15.	PEST CONTROL
16.	OTHER
			SUBTOTAL 1475
17.	COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR: 20% OF SUBTOTAL ABOVE		295
TOTAL ESTIMATED COST			\$1770

APARTMENT EVALUATION SHEET

DATE 15 May 1978

ADDRESS 64 Rutland St. OWNER H.U.D.

UNIT DESCRIPTION B + 1/Duplex

NUMBER OF STORIES IN BUILDING B + 4 FLOOR AREA Approx. 20 x 36 = 720

NOTE PROBLEMS AND ESTIMATED COSTS:		DESCRIPTION	COST
1.	SECURITY:	LOCKS replace 2	\$125
		WINDOW GUARDS	
		DOOR BELLS	
		MAIL BOXES	
2.	DOORS:	EXTERIOR	
		APARTMENT ENTRY	
		INTERIOR	
		CLOSET	
3.	ELECTRICAL:	FIXTURES	
		SWITCHES	
		CONDUIT	
		OTHER	
4.	HEATING:	FURNACE OR BOILER	
		HEATING UNITS	replace convector in hall 100
		SUPPLY LINES	
		OTHER	bolt on all convector covers 50
5.	PLUMBING:	FIXTURES	
		PIPES AND FITTINGS	
		DRAINS, FAUCETS, VALVES	repair leaky faucet
		OTHER	in bathroom 30
6.	APPLIANCES		
7.	PLASTER/DRYWALL/CERAMIC TILE	repair large hole in stairwall	125
		install ceramic soap dish/B	25
8.	CABINETWORK		
9.	FLOORS:	FINISH FLOOR	
		ROUGH FLOORING	
10.	STAIRWAYS		
11.	WINDOWS	Repair springs in windows	200
12.	INSULATION, STORM WINDOWS, WEATHER STRIPPING		
13.	ROOF, FLASHING		
14.	PAINTING		100
15.	PEST CONTROL		
16.	OTHER		
SUBTOTAL			\$755
17.	COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR: 20% OF SUBTOTAL ABOVE		151
TOTAL ESTIMATED COST			\$ 9 16

APARTMENT EVALUATION SHEET

DATE 15 May 1978ADDRESS 64 Rutland St. OWNER H.U.D.UNIT DESCRIPTION 3 + 4/DuplexNUMBER OF STORIES IN BUILDING B + 4 FLOOR AREA Approx. 20 x 36 = 720

NOTE PROBLEMS AND ESTIMATED COSTS:		DESCRIPTION	COST	
1.	SECURITY:	LOCKS		
		WINDOW GUARDS		
		DOOR BELLS		
		MAIL BOXES		
2.	DOORS:	EXTERIOR		
		APARTMENT ENTRY		
		INTERIOR	Replace 3 doors/solid core	300
		CLOSET	Replace 2 metal closet doors	125
3.	ELECTRICAL:	FIXTURES	Repair kitchen light	25
		SWITCHES		
		CONDUIT		
		OTHER		
4.	HEATING:	FURNACE OR BOILER		
		HEATING UNITS	Replace or repair 3 units/3+4	300
		SUPPLY LINES		
		OTHER	Bolt on convector covers	50
5.	PLUMBING:	FIXTURES		
		PIPES AND FITTINGS		
		DRAINS, FAUCETS, VALVES		
		OTHER		
6.	APPLIANCES			
7.	PLASTER/DRYWALL/CERAMIC TILE	Plaster prob. under leak/4	150	
		Several holes in walls/3+4	200	
8.	CABINETWORK	Kitchen ceiling/former leak	100	
9.	FLOORS:	FINISH FLOOR		
		ROUGH FLOORING	Linoleum tile loose/3 + 4	100
10.	STAIRWAYS	Stair sags/loose/3	350	
11.	WINDOWS	Repair springs	200	
12.	INSULATION, STORM WINDOWS, WEATHER STRIPPING			
13.	ROOF, FLASHING	Repair roof around dormer	200	
14.	PAINTING		150	
15.	PEST CONTROL			
16.	OTHER			
			SUBTOTAL	\$2250
17.	COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR: 20% OF SUBTOTAL ABOVE			450
			TOTAL ESTIMATED COST	\$2700

APARTMENT EVALUATION SHEET

DATE 15 May 1978ADDRESS 79 Rutland Street OWNER H.U.D.UNIT DESCRIPTION 2,3,4 /Triplex (4th floor unfinished/not habitable)NUMBER OF STORIES IN BUILDING B + 4 FLOOR AREA Approx. 20 x 40 = 800s.

NOTE PROBLEMS AND ESTIMATED COSTS:		DESCRIPTION	COST
1.	SECURITY:	LOCKS WINDOW GUARDS DOOR BELLS MAIL BOXES	
2.	DOORS:	EXTERIOR APARTMENT ENTRY INTERIOR CLOSET	
3.	ELECTRICAL:	Replace 1 metal closet door 65 fix lobby light 25	
		FIXTURES SWITCHES CONDUIT OTHER	
4.	HEATING:	FURNACE OR BOILER Repair/replace convector/2 100 HEATING UNITS SUPPLY LINES OTHER	
5.	PLUMBING:	Replace sink/fix leak/B 75 PIPES AND FITTINGS DRAINS, FAUCETS, VALVES Kitchen faucet/tub 75 OTHER Toilet leak/new toilet seat 75	
6.	APPLIANCES	2 burners on stove don't work 100	
7.	PLASTER/DRYWALL/CERAMIC TILE	Holes in drywall/1,2 175 Baseboard prob./2 175	
8.	CABINETWORK		
9.	FLOORS:	FINISH FLOOR Some linoleum tile loose 50 ROUGH FLOORING	
10.	STAIRWAYS		
11.	WINDOWS	Repair springs 200 Replace broken window 200	
12.	INSULATION, STORM WINDOWS, WEATHER STRIPPING		
13.	ROOF, FLASHING		
14.	PAINTING		100
15.	PEST CONTROL		125
16.	OTHER		
** Fourth floor has not been renovated and is not habitable. Total renovation of this floor for use as bedrooms would cost \$12-16,000 using cost figures of \$15-20/sq. ft.			
SUBTOTAL			\$1365 **
17.	COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR: 20% OF SUBTOTAL ABOVE		273
TOTAL ESTIMATED COST			\$1638

APARTMENT EVALUATION SHEET

DATE 39 May 1978ADDRESS 293 Shawmut Avenue OWNER Thaminee KhouryUNIT DESCRIPTION Owner occupied house with several lodging roomsNUMBER OF STORIES IN BUILDING 4 + B FLOOR AREA Approx. 880 sq. ft.
except 1/1152 sq. ft.

NOTE PROBLEMS AND ESTIMATED COSTS: DESCRIPTION COST

1. SECURITY:	LOCKS		
	WINDOW GUARDS		
	DOOR BELLS		
	MAIL BOXES		
2. DOORS:	EXTERIOR	
	APARTMENT ENTRY		
	INTERIOR	Casing around door on 3d fl.	\$150
	CLOSET	
3. ELECTRICAL:	FIXTURES		
	SWITCHES		
	CONDUIT		
	OTHER	
4. HEATING:	FURNACE OR BOILER	
	HEATING UNITS		
	SUPPLY LINES		
	OTHER	
5. PLUMBING:	FIXTURES	Replace bath on 4th fl.	1500
	PIPES AND FITTINGS	Repair water piping	650
	DRAINS, FAUCETS, VALVES		
	OTHER	Insulate kitchen pipes	100
6. APPLIANCES			
7. PLASTER/DRYWALL/CERAMIC TILE	New ceiling/ 3d fl. front		1500
	Replace all plaster/small rms.		
8. CABINETWORK	on 3d fl./general repairs		
9. FLOORS:	FINISH FLOOR	Entry area & 3d fl. front	450
	ROUGH FLOORING		
10. STAIRWAYS	Tread and railing repairs/		
	3d. and 4th fl.		100
11. WINDOWS			
12. INSULATION, STORM WINDOWS, WEATHER STRIPPING	Insulate kitchen		1000
	Storm windows/30 @ \$50		1500
13. ROOF, FLASHING	New roof and flashing		2500
14. PAINTING			500
15. PEST CONTROL			
16. OTHER			
SUBTOTAL			\$9,950
17. COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR:			
20% OF SUBTOTAL ABOVE			1,990
TOTAL ESTIMATED COST			\$11,940

7. REPAIR ANALYSIS AND COSTS

Several apartment units not requiring major rehabilitation and suitable for low and middle income occupancy were surveyed in terms of their repair needs. The analysis of the type and frequency of unit repairs may be used to predict probable work items required in units comparable to those surveyed. Table 2 indicates the frequency and relative cost of repairs for the apartment units surveyed.

TABLE 2: REPAIR TYPE, FREQUENCY, AND COST

PROBLEM	% UNITS WITH PROBLEM	% TOTAL REPAIR COST AND RANK ORDER
FLOORS(FINISH)	89%	11% (4)
PAINTING	89%	6% (5)
LOCKS	69%	4% (7)
WINDOWS	69%	5% (6)
DOOR BELLS	64%	4% (7)
MAIL BOXES	64%	4% (7)
ELECTRICAL	64%	6% (5)
STORM WINDOWS	64%	13% (2)
EXTERIOR DOORS	53%	3% (8)

The summary survey table reveals that roughly 89% of similar units throughout the neighborhood would require some painting and some repairs to the floors. The cost of the painting would represent 6% of the total repair program cost; floor repairs would represent 11% of the total.

Such data is useful in planning and/or anticipating apartment repair programs with regard to type and frequency of housing improvement needs. It must be noted that the 36 units evaluated in the sample survey represent a selected group of units, not a random sample. Those units surveyed are occupied by tenants who are presumably eligible for the program according to income, age, or disability criteria.

The analysis can serve as a guide in selecting priority areas, those with the greatest cost effectiveness. Although plumbing repairs account for the highest cost, 14% of the total, they impact a maximum of 44% of the units. In contrast, 4% of the total cost can impact 64-69% of all units through the repair or replacement of security devices such as locks, door bells, mail boxes, or storm windows. Approximately half of the units can be impacted through the repair of exterior doors by expending 3% of the total cost. Window repairs represent 5% of the cost and would affect 69% of the units.

TABLE 3:
ANALYSIS OF APARTMENT REPAIRS: TYPE AND COST DISTRIBUTION

PROBLEM	NO. OF UNITS AFFECTED	% TOTAL UNITS	COST	% TOTAL COST
SECURITY:				
LOCKS	25 units	69%	\$650	
WINDOW GUARDS	1	3	400	
DOOR BELLS	23	64	1650	
MAIL BOXES	23	64	575	4% (\$3275)
DOORS:				
EXTERIOR	19	53	550	
APT. ENTRY	4	11	450	
INTERIOR	7	19	600	
CLOSET	5	14	755	3% (\$2355)
ELECTRICAL:				
FIXTURES	7	19	675	
SWITCHES				
CONDUIT	16	44	3000	
OTHER	23	64	1475	6% (\$5150)
HEATING:				
FURNACE/BOILER				
HEATING UNITS	13	36	1650	
SUPPLY LINES				
OTHER	3	8	225	2% (\$1875)
PLUMBING:				
FIXTURES	12	33	5750	
PIPES & FITTINGS	16	44	3400	
DRAINS, FAUCETS	12	33	2058	
OTHER	3	8	150	14% (\$11,358)
APPLIANCES	7	19	3200	4% (\$3200)
PLASTER/DRY WALL/ CERAMIC TILE	16	44	10,025	12% (\$10,025)
CABINET WORK	7	19	1700	2% (\$1700)

ANALYSIS OF APARTMENT REPAIRS (Continued)

PROBLEM	NO. OF UNITS AFFECTED	% TOTAL UNITS	COST	% TOTAL COST
FLOORS: FINISH ROUGH	32 units 7	89% 19	\$7100 1950	11% (\$9050)
STAIRWAYS	7	19	2450	3% (\$2450)
WINDOWS	25	69	3800	5% (\$3800)
INSULATION STORM WINDOWS WEATHER STRIPPING	4 23 7	19 64 19	1075 6650 2500	13% (\$10,235)
ROOF, FLASHING	25	69	9300	12% (\$9300)
PAINTING	32	89	4550	6% (\$4550)
PEST CONTROL	3	8	250	1% (\$250)
OTHER	19	53	1900	2% (\$1900)

TOTAL UNITS EVALUATED: 36

SUBTOTAL \$80,463
 20% supervision 16,093
\$96,556

Average cost per unit: \$2682

8. TIME/COST/SKILL GUIDE FOR REPAIRS

Common repair problems have been evaluated in terms of skill levels required, time, material costs, and labor costs. These are to be used in estimating costs and in determining skill requirements for the housing repair program. Three skill levels have been used:

1. Low: Approximately one-day training required.
2. Moderate: Up to one-month training or apprenticeship required.
3. High: Extensive apprenticeship and trade school required; license often necessary.

Labor costs include the wages for the repair supervisor, coordinator, and inspector, estimated at 20% of the labor cost. Time and cost estimates assume professional labor.

TABLE 4:

TIME/COST/SKILL GUIDE FOR REPAIRS

REPAIR TYPE	SKILL LEVEL	TIME	MATERIALS COST	LABOR COST	TOTAL COST
SECURITY:					
Exterior Lock	2	1 hr.	\$25	\$35	\$60
Interior Lock	2	1	\$20	\$35	\$55
Door Bells (includes elect. work)	3	3	\$25/unit	\$50	\$75/unit
Mail Boxes	2	1-2	\$20/unit	\$25	\$45/unit
DOORS:					
Exterior	3	4-6	\$100	\$48-72	\$148-172
Apt. Entry	3	2-4	\$75	\$24-48	\$99-123
Interior	3	2-4	\$50	\$24-48	\$74-98
Closet	3	2	\$40	\$24	\$64
ELECTRICAL:					
Fixtures	2	1	\$15-50	\$20	\$35-70
Switches or Outlets	3	1	\$5	\$20	\$25
Conduit	3	Varies	Varies	\$20/hr.	Varies
HEATING:					
Furnace or Boiler Repair	3	Varies	Varies	\$20/hr.	Varies
Heating Convectors	3	2-4	\$50	\$40-80	\$90-130
Supply Lines	3	Varies	Varies	\$20/hr.	Varies
PLUMBING:					
Fixtures: Sink	2-3	2-3	\$25+	\$40-60	\$65-85
Toilet	2-3	2-3	\$75+	\$40-60	\$115-135
Tub	2-3	2-4	\$200+	\$40-80	\$240-280
Pipes & Fittings	3	Varies	Varies	\$20/hr.	Varies
Drains, Faucets, Valves	2	1-2	\$5-15	\$20-40	\$25-55

TABLE 4 (continued)

REPAIR TYPE	SKILL LEVEL	TIME	MATERIALS COST	LABOR COST	TOTAL COST
APPLIANCES: (wholesale)					
Refrigerator	1-2	1 hr.	\$250-350	\$15	\$265-365
Stove	3	1	\$200	\$20	\$220
Clothes Washer	3	2	\$200	\$40	\$240
Dryer	3	2	\$200	\$40	\$240
Vent Fan	3	1-2	\$35-50	\$20-40	\$55-90
PLASTER, DRY WALL, CERAMIC TILE	2-3	Varies	Varies	\$12-20/hr.	Varies
CABINET WORK	3	Varies	Varies	\$12-15/hr.	Varies
FLOORS:					
Sand & Finish Wood Floor	3	3 hrs./100 sf.	\$10/100 sf.	\$1/sf.	\$1.10/sf.
Carpet	3	-	-	-	\$12-15/yd.
Rough Flooring	2	Varies	Varies	\$10/hr.	Varies
STAIRWAYS	3	Varies	Varies	\$12-15/hr.	Varies
WINDOWS	1-3	Varies	Varies	\$5-15/hr.	Varies
STORM WINDOWS	2-3	½-1 hr/window	\$35/win-dow	\$10-15/window	\$45-50/window
INSULATION:					
Foam	3	-	-	-	\$1/sf.
Fiberglass--6"	1-2	Varies	30¢/sf.	\$5-10/hr.	\$35-40/100sf.
Weatherstrip	1-2	Varies	Nominal	\$5-10/hr.	\$5-10/hr.
ROOF: New built-up	3	Varies	-	-	\$1.50-2.00/sf. mat.+ lab.
Repair	3	Varies	Varies	\$12-15/hr.	Varies

REPAIR TYPE	SKILL LEVEL	TIME	MATERIALS COST	LABOR COST	TOTAL COST
PAINTING	1-3	Varies	3 gal/ 12'x12' room = \$40	\$5-10/hr. =\$250/ 12'x12' room	\$290/ 12'x12' room
PEST CONTROL	2-3	-	-	-	\$125/ building
DEMOLITION, DEBRIS REMOVAL, CLEAN-UP	1	Varies	-	\$5/hr.	\$5/hr. + \$75 for small dumpster

9. HOUSING IMPROVEMENT PROGRAM GUIDELINES

1. The TIME/SKILL/COST chart classifies repair tasks according to skill requirements. Teenage or owner/tenant sweat equity labor would generally be suited only to tasks at skill levels 1 or 2. Repair costs may be lower than those shown on the chart when this type of labor is used, but the risks are also greater (i.e. work may not be of acceptable quality).
2. A training/apprenticeship program will be pivotal to the success of the Housing Improvement Program. Classes for residents could be held which deal with common home repair problems. To become eligible for sweat equity repair loans or grants, owners or tenants would have to demonstrate a satisfactory skill level for each repair task.
3. The youth program might be most successful if work crews are trained to deal with a limited and specialized range of problems, demonstrating competence in one task before trying another skill area. For example, one group might specialize in lock installation, an important repair problem in the South End/Lower Roxbury

area according to this survey. Another team would specialize in painting, etc. Each team should be under the leadership of an adult professional supervisor. Rotation from one skill area to another would be available at appropriate intervals to expose participants to varied job tasks.

4. The problems of inadequate or unfinished work must be dealt with in the course of managing the program. Frequent inspection and final approval by the housing rehabilitation specialist will be important to insure quality control and successful completion of the task. Rewards will be used to keep work moving at a satisfactory level and pace.
5. A concerted effort should be made by the Housing Improvement Program staff to schedule a continuous flow of work.

APPENDIX 1:

CONGREGATE HOUSING REPORT: 116 NORFOLK STREET, CAMBRIDGE

A very attractive late Victorian school building has been converted to congregate housing for the elderly. The five level building contains 38 units, most of which are on the upper three floors. Each of floors 2, 3, and 4 contains one two-bedroom unit and a mixture of efficiency and one-bedroom units. The basement contains five units and the two-room residence of the night officer. He/she is compensated with a rent-free apartment with complete kitchen in return for being on the premises every evening in case of emergency. There is a signal bell in every resident's room which alerts the night duty officer in emergencies.

UNIT TYPES

The one-bedroom unit contains a small bedroom with a half bath and a small sitting area.

Efficiency units consist of one multi-purpose room with a half bath.

The two-bedroom unit has two small bedrooms (each with a half bath) and a sitting area. These units are

intended for married couples or two friends.

There are three rooms sharing bathing facilities, resulting in four baths per floor. The manager said that this layout works very well.

KITCHEN FACILITIES

The shared kitchen located on each floor is located in a widening of the corridor with a spacious meal preparation area, a new stove, two refrigerators, a sink, and dishwasher. There are two cafe tables in the area for dining. It is designed to serve as a center for socializing and is shared by twelve people.

Residents have had many problems sharing the kitchens. Experience has proven that twelve people need more than one kitchen with two refrigerators. The refrigerator situation has been a major problem. The manager expressed a preference for each tenant to install a small refrigerator in his/her room as a solution to this problem. If refrigerators must be shared, the manager felt that each person should have a separate shelf in the refrigerator, at minimum.

The dishwasher has been unsuccessful because it is inappropriate to the needs of single individuals cooking small meals normally involving one pan, one plate, and a knife and fork. It is inefficient to run the dishwasher for one person's dishes, yet organizing dishwashing of everyone's dishes has not worked, either. Typically, dirty dishes are put in the washer and nothing is cleaned because no one turns the machine on. In addition there are problems with communicating the proper operation of dishwashers. Many residents put plates and pans full of food in the dishwasher, neglecting to pre-rinse them. It would be preferable to eliminate the dishwashers and ask the residents to wash their few plates by hand. Also, one stove seems inadequate for twelve people to share. Each resident brings his/her own pots and pans. More space is needed for storing utensils and dishes, preferably in the form of cabinets rather than open shelves.

SOCIALIZING

Very little socializing was visible on the residence floors during the site visit. Although corridors are wide and lined with sofas and chairs in conversation areas, these were not used. The kitchen/dining area did not appear to attract social activity. The one shared

living room in the building, situated on the first floor, was empty. The area that seemed to encourage group activity was surrounded by the mailboxes, elevator, and front door. The furniture in this area shows considerable wear, unlike that in other locations. Residents who have made the most successful adjustment to 116 Norfolk Street previously lived in rooming houses or nursing homes. According to the manager, those residents who come from private apartments or homes have greater difficulty learning how to share common facilities with the other residents.

MANAGEMENT STAFF

There are three full-time and several part-time staff members who administer the project. Social/psychiatric counselling and physical therapy programs are available to address personal problems. However, when residents' health declines so that they can no longer take care of their own meals, get downstairs for the lunch program, and other daily activities, house policy mandates that arrangements be made to transfer them to a more intensive care facility.

APPENDIX 2: SURVEY FORMS

BUILDING EVALUATION SHEET

DATE _____

ADDRESS _____ OWNER _____

OCCUPANCY _____ UNIT SIZES _____ CURRENT USE _____

NUMBER OF STORIES _____ FLOOR AREA _____ SITE AREA _____

NOTE PROBLEMS AND POTENTIALS FLOOR BY FLOOR

- | | |
|-------------------------|--------------------------|
| 1. GENERAL REMARKS | 10. KITCHENS |
| 2. STRUCTURAL CONDITION | 11. SPACE ORGANIZATION |
| 3. ELECTRICAL SYSTEMS | 12. FLOORS |
| 4. PLUMBING | 13. PLASTER |
| 5. HEATING SYSTEM | 14. FINISHES |
| 6. ROOF | 15. FACADE |
| 7. EGRESS | 16. LANDSCAPING |
| 8. STAIRWAYS | 17. NEIGHBORHOOD CONTEXT |
| 9. WINDOWS | 18. BATHROOMS |

APARTMENT EVALUATION SHEET

DATE _____

ADDRESS _____ OWNER _____

UNIT DESCRIPTION _____

NUMBER OF STORIES IN BUILDING _____ FLOOR AREA _____

NOTE PROBLEMS AND ESTIMATED COSTS: DESCRIPTION COST

1. SECURITY:	LOCKS		
	WINDOW GUARDS		
	DOOR BELLS		
	MAIL BOXES
2. DOORS:	EXTERIOR		
	APARTMENT ENTRY		
	INTERIOR		
	CLOSET
3. ELECTRICAL:	FIXTURES		
	SWITCHES		
	CONDUIT		
	OTHER
4. HEATING:	FURNACE OR BOILER		
	HEATING UNITS		
	SUPPLY LINES		
	OTHER
5. PLUMBING:	FIXTURES		
	PIPES AND FITTINGS		
	DRAINS, FAUCETS, VALVES		
	OTHER
6. APPLIANCES	
7. PLASTER/DRYWALL/CERAMIC TILE	
8. CABINETWORK	
9. FLOORS:	FINISH FLOOR
	ROUGH FLOORING		
10. STAIRWAYS	
11. WINDOWS	
12. INSULATION, STORM WINDOWS, WEATHER STRIPPING	
13. ROOF, FLASHING	
14. PAINTING	
15. PEST CONTROL	
16. OTHER	
		SUBTOTAL	_____
17. COORDINATION, SUPERVISION, & INSPECTION BY ARCHITECT OR GENERAL CONTRACTOR: 20% OF SUBTOTAL ABOVE			_____

TOTAL ESTIMATED COST

Property of
BOSTON REDEVELOPMENT AUTHORITY
Library

J17

U5 United South End
v.1 Settlements.

Housing Improvement
Planning Project.

J17

U5 United South End Settlements
v.2

HOUSING IMPROVEMENT PLANNING PROJECT

VOLUME III

INNOVATIVE HOUSING IMPROVEMENT
STRATEGIES

THE STATE OF THE ART



United South End Settlements

Property of
BOSTON REDEVELOPMENT AUTHORITY
Library

USES

Human Services,
Community and
Economic Development





J17
us
v.3

HOUSING IMPROVEMENT PLANNING PROJECT

VOLUME III *write in*

INNOVATIVE HOUSING IMPROVEMENT
STRATEGIES

THE STATE OF THE ART

UNITED SOUTH END SETTLEMENTS
Kenneth L. Brown, Executive Director

Project Staff:

Syvalia Hyman, III HIPP Project Manager
Joanne Yawitz HIPP Project Planner

Copies of this Volume may be purchased by writing or telephoning:
USES Development Corporation
48 Rutland Street
Boston, Ma. 02118
(617) 266-5451

~~Property of~~
~~BOSTON REDEVELOPMENT AUTHORITY~~
~~Library~~

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
THE STATE OF THE ART

Prepared for:

Housing Improvement Planning Project
United South End Settlements
48 Rutland Street
Boston, Massachusetts 02118

By:

The Community Resources Group

September, 1978

The preparation of this report was financed under grant #18-P-90699/1-01 from the U.S. Department of Health, Education and Welfare, Office of Human Development Services/Office of Planning, Research, and Evaluation, to United South End Settlements to develop a demonstration project in low income housing repair.

ACKNOWLEDGEMENTS

This report was prepared by The Community Resources Group for United South End Settlements. Syvalia Hyman III, Associate Director of USES, and Joanne Yawitz, Project Planner, provided guidance and direction to our staff.

In the process of preparing this report, program administrators from each of the eleven programs were interviewed and asked to review drafts of the case studies to verify their accuracy. We thank these individuals for their valuable assistance.

The major portion of the interviewing and other data collection activities were conducted by Charles McLean. The case studies were written by Sheryl Rosenzweig.

Susan E. Philipson Bloom
Project Director
The Community Resources Group

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
THE STATE OF THE ART

INTRODUCTION

Within the past five years, repair and rehabilitation of the nation's housing stock have received great attention as a promising strategy for achieving the goal of providing "a decent home and a suitable living environment for all persons."* Not-for-profit community organizations and government agencies both have planned and administered local residential rehabilitation programs. This volume reports on eleven such programs.

Commissioned by United South End Settlements (USES) of Boston, MA, these case studies have two purposes:

- (1) to provide direct input to USES as the organization plans a demonstration program for the South End/Lower Roxbury section of Boston which integrates human services and housing repair; and
- (2) to assist other public and private groups across the country in developing their own neighborhood improvement strategies.

This review of the state of the art is intended to describe the wide variety of programs now being implemented. The report does not attempt to assess the comparative strength or weakness of each program. That would be inappropriate because of the differing program goals, length of time in operation, and availability of data. In addition, the success of a particular program must be evaluated in its own context. A strategy which focuses on one type of housing--privately owned, single family housing, for example--may not be a viable option in other neighborhoods which do not have similar housing stock and ownership patterns.

In selecting projects for consideration we have generally been guided by the following criteria:

1. projects which employ innovative combinations of resources, financial, and in-kind, from public and private sources
2. projects which are current and ongoing
3. projects involving private ownership (individual or corporate)
4. projects located in urban neighborhoods
5. projects which appear to be successful and locally popular.

*Housing and Community Development Act of 1974, Title I, Section 101 (C) (3), Public Law 93-383.

Each program case study covers the following topics:

1. the history and mandate of the sponsoring agency or organization
2. the history of the program itself including its goals, planning process, and community support and opposition
3. eligibility guidelines as they apply to recipients, types of buildings, and types of repairs that qualify for program assistance
4. demographic and housing characteristics of the service area
5. financial mechanisms: sources of funding and manner of distribution of benefits
6. implementation matters including staffing; methods of outreach; programmatic issues; and effects of assistance in the neighborhoods
7. future plans to modify the rehabilitation program based on experience to-date.

In developing the case studies, in-depth interviews were conducted with program staff either by phone or in person. Program materials such as annual reports and third-party evaluations were used as additional documentation. A draft of each case study was prepared and sent to the respective program staff for review and modifications, if needed. This process helps to ensure that the descriptions are accurate, as of September 1978.

This volume is one of four documents that were prepared in conjunction with the USES Housing Improvement Planning Project. The other projects include:

- Innovative Housing Improvement Strategies, Inventory of Funding Sources. Prepared by The Community Resources Group, Cambridge, MA. September 1978.
- Rehabilitation/Repair Handbook: Selection Criteria, Surveys, Plans and Costs for Residential Units and Structures in the South End/Lower Roxbury Housing Improvement Program. Prepared by City Design and Architecture, Boston, MA, June 1978.
- Housing Improvement Planning Project Final Demonstration Plan. Prepared by United South End Settlements, Boston, MA, September 1978.

Together, the four documents are intended to serve as a useful and informative guide for other neighborhood organizations throughout the country that are embarking on a neighborhood improvement project.

AN OVERVIEW OF THE CASE STUDIES

In this section we present several generalizations that can be drawn from the eleven case studies.

1. *The local programs espouse multiple goals.* The goals of the various projects relate directly to improving and maintaining housing as well as to the social and economic needs that may be considered collateral to the basic housing issue. Thus, in addition to simply creating or maintaining housing units, the goals pursued in these housing programs include neighborhood revitalization, community economic development, increased independence of low-income tenants and homeowners, homeownership, historic preservation, neighborhood coalition building, and citizen involvement. Many of these programs recognize that the creation of employment opportunities and skill development in home repair, maintenance and management are meaningful objectives to pursue concurrently with the goals of housing rehabilitation and finance.
2. *The shift to locally managed and designed housing improvement programs has made local government support and effective citizen involvement increasingly important.* Program administrators emphasize that their ability to mobilize and maintain political support is an essential criterion for success.
3. *Almost all of the programs depend on voluntary participation by property owners.* The programs rely on financial incentives, rather than any legislative, regulatory or administrative powers of the jurisdiction.
4. *Program sponsors include both public agencies and not-for-profit private organizations.* In most cases, the housing improvement programs are planned and administered by an existing organization/agency that already had some experience and credibility in the community.
5. *The extent of rehabilitation varies widely from program to program.* HUD's Community Development Block Grant Program, under which a majority of the programs are funded, sets no minimum requirements for acceptable rehabilitation. This leaves the local community free to run programs that range from light repairs to gut rehabilitation. Unlike the Section 312 Loan Program, few of the studied programs require that the property be made to conform to all applicable code requirements. Full code compliance would prove too costly for the financial capacity of many neighborhood property owners. Some programs emphasize interior repairs, while others prefer visible exterior improvements.
6. *Many of the eleven programs focus on a particular neighborhood.* Residential rehabilitation is often seen as a vehicle for neighborhood revitalization. The case studies document the neighborhood context in which each program operates. They vary in terms of concentration of Third World peoples, predominant housing type, ownership patterns, vacancy rates, and the incidence of crime, vandalism, and arson. Program administrators point out the trade-

offs between obtaining a visible impact by concentrating the program on a small target area versus obtaining needed political support and a high volume of applications which can be achieved with a broad target area.

7. *Most programs serve only owner-occupants.* Resident owners are believed to have a greater incentive to care for their own neighborhood and ensure a long-term return on the public investment in their property.
8. *Displacement of renters is a concern of program administrators.* Few programs have built in devices that protect tenants from rent increases that often accompany rehabilitation. Whenever such methods have been implemented, they are described in the case study.
9. *The scale of local housing rehabilitation programs varies tremendously.* The smallest program has improved 21 units; the largest has served several thousand. Minimum staff size is three to five persons. Usually programs employ a manager, rehabilitation specialist, financial specialist, and support staff. Few programs have hired outside consultants to assist in program design, implementation, or evaluation.
10. *Financial mechanisms employed include: direct loans with below-market-rate interest, direct grants, rebates, tax abatements, and free labor.* Community Development Block Grants are the primary funding source. However, "cross-cutting" funding strategies are the rule rather than the exception in successful local housing improvement programs. Few of the projects cited in this report relied on only one funding source.

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
THE STATE OF THE ART

	Page No.
1. Vacant House Renovation Program - Urban Edge, Inc. Boston, Massachusetts	1.
2. Mission Hill Neighborhood Housing Services Boston, Massachusetts	5.
3. Newton Housing Rehabilitation Fund Department of Planning and Community Development Newton, Massachusetts	8.
4. Just-A-Start Youth Program Cambridge, Massachusetts	12.
5. Central Northside High Risk Loan Program Neighborhood Housing Service Pittsburgh, Pennsylvania	16.
6. Rehabilitation Area Plan Pittsfield Redevelopment Authority Pittsfield, Massachusetts	19.
7. Community Improvement Board Takoma Park, Maryland	23.
8. Neighborhood Preservation Program Department of Development Yonkers, New York	25.
9. Central Collar Rehabilitation Program and First and Sixth Ward Rehabilitation Program Redevelopment Authority of Allentown, Pennsylvania	28.
10. Home Improvement Loan and Grant Program Neighborhood Reinvestment Services Department of Community Development Rochester, New York	31.
11. HUD Sweat Equity Demonstration Project Urban Homesteading Assistance Board New York, New York	36.

VACANT HOUSE RENOVATION PROGRAM
URBAN EDGE, INC.
BOSTON, MASSACHUSETTS

THE ORGANIZATION

The Vacant House Renovation Program is run by Urban Edge, Inc., a private, not-for-profit neighborhood revitalization organization in Boston. They are working toward improved neighborhood confidence in the Jamaica Plain community, primarily through reinvestment aimed at upgrading the housing stock. In addition to the Vacant House Renovation Program, Urban Edge conducts home-ownership counselling, housing renovation, and real estate brokerage. Sources of funds are brokerage commissions and fees, Community Development Block Grant monies, and private grants.

PROGRAM HISTORY

Motivated by the Jamaica Plain Ecumenical Social Action Committee (ESAC) in 1974, Urban Edge was founded with community-monitored housing improvement and urban reinvestment in mind. ESAC had administered a home ownership counselling program, had renovated 25 housing units in Jamaica Plain, and had been conducting community meetings. During these meetings, the feedback from residents pointed up concern over the vacant stock. In response to this concern, the Vacant House Renovation Program was conceived. At the inception of Urban Edge, no funding was actually received. One and a half years later, in 1975, the Urban Reinvestment Task Force and the City of Boston voiced support for the idea of a program designed specifically for the vacant housing stock.

Goals

The objectives of the program are several: to promote confidence in Jamaica Plain among local banks; to bolster community confidence to create a favorable atmosphere for mixed racial and ethnic composition of residents; and to act as an enabling vehicle for home ownership. In order to accomplish these goals, Urban Edge hired staff experienced in rehabilitation programs. Their goal was to perform 20 renovation projects a year. In operation, the Vacant House Renovation Program is involved in about ten renovations per year. Originally, Urban Edge had hoped to become involved in a renovation project as soon as a house becomes vacant and before any deterioration could occur, but to date most houses have come from a backlog of vacant structures.

Support

Local support for the program has been informal until now. Discussion has taken place concerning the establishment of formal ties with existing community groups. Currently the program entertains a working relationship with the City inasmuch as CDBG funds are allocated to the neighborhoods by the City. A degree of opposition is apparent among some long-time Jamaica Plain residents who are apprehensive about a shift in the ethnic composition of the sub-neighborhoods. The program aims to assuage this resistance by demonstrating its effectiveness in creating a more desirable environment.

Planning

Urban Edge secured funds from a two-year demonstration grant from the Urban Reinvestment Task Force. That was awarded contingent upon the provision of CDBG funds from the City of Boston.

Program planning included a citizen input component, largely through contact with community groups. However, the staff themselves had firm program design notions in mind. Because the major administrators have been with the program since its inception, it has benefitted from continuity and consistency of planning principles. It has not suffered from unforeseen upheaval, but has evolved gradually to adjust to a changing housing stock and community attitudes.

ELIGIBILITY

Recipients

Regulations for recipient eligibility are not stringent. In the case of competition for a particular vacant house by more than one interested buyer, a decision is made by a special committee, often on a first-come first-served basis. In general, the Vacant House Renovation Program intends to serve lower income citizens, yet no explicit income criterion governs recipient selection. Nor is a criterion specified for service to elderly or handicapped persons. The only stated requirement is that the potential recipient occupy the structure to be renovated. This obviates difficulties inherent with absentee landlords.

Buildings

The type of building eligible for program assistance does not come under absolute restrictions; rather, individual cases are subject to preliminary consideration by Urban Edge and approval by the Homesteading Department of Boston.

Repairs

Like the types of buildings eligible, the types of repairs which qualify for a subsidy are not strictly classified. Extensive renovation requiring gutting of a structure is not usually in the scope of work, yet it is allowed. Emphasis is placed on mechanical system and structural upgrading, but modernization and decorating of the kitchen and bathroom are also allowed. (A difference of opinion exists between Urban Edge and the City on the modernization issue in cases of marginal financial feasibility.)

CHARACTERISTICS OF THE SERVICE AREA

The target localities of the Vacant House Renovation Program are six of the sub-neighborhoods of Jamaica Plain. The ethnic composition of the area is approximately 50 percent White households, 30 percent Hispanic households, and 20 percent Black households. The housing stock consists primarily of one-, two-, and three-family houses which are owner-occupied. Property

values are at least stable, and probably slowly increasing. Urban Edge estimates the vacancy rate to be five percent. Vandalism and arson are phenomena prevailing in the Jamaica Plain neighborhoods since half of the vacant buildings have sustained fire damage.

FINANCIAL MECHANISM

The Vacant House Renovation Program purchases vacant houses often from absentee owners and sometimes from the City, which has acquired them as a result of abandonment or tax arrearage. Urban Edge then renovates and resells them at market value. The fair market price of the house after renovation is, most often, below the expense incurred in acquisition, renovation, interim utilities, tax liability, financing, and secondary costs. The difference between the resale price and the overall rehabilitation costs is borne by an average subsidy of \$5,000 per house. (The working capital and equity come from a \$50,000 revolving fund created by a CDBG allocation from the City of Boston. Previous to CDBG, funds came primarily from the Urban Reinvestment Task Force, from which they received a two-year demonstration grant of \$125,000. They also received \$20,000 from a local university and development funds from private sources.) Therefore, the subsidy does not go to a purchaser, but rather, directly into the work done on a house. The City recovers its investment in about five years through tax payments otherwise lost and through lack of demolition and boarding cost that would have been incurred if the program had not taken over the vacant house.

IMPLEMENTATION

Staffing and Outreach

Urban Edge staffs the Vacant House Renovation Program with:

- a director (half time)
- an architect - general contractor (full time)
- a homeownership counselor (half time)
- an office manager (half time) and
- a production manager (half time).

Outreach has been conducted through open houses, brochures, and small newspaper advertisements. The program depends mainly on word of mouth.

Issues

Urban Edge has delineated four issues pertaining to the successful operation of the Vacant House Renovation Program. They are striving to achieve:

- a harmonious and fruitful partnership among the public domain, private interests, and community residents
- realistic expectations vis à vis the impact of the program

- an understanding of the technical aspects of the contracting business, and
- neighborhoods attractive to current and prospective residents.

Effects of Assistance

To date, eleven previous renters have become Jamaica Plain homeowners through the program. Subsidies have been applied to renovation of 20 units. In addition, two projects are in progress and two more are scheduled.

Visible improvements in Jamaica Plain are attributable to the program. Urban Edge believes that the Vacant House Renovation Program enables ten times more improvements to be effected than would have been possible without their financial aid and impetus. Thus far, program administrators believe that the program has not lead to displacement of lower income families because the types of repairs have not radically altered the neighborhoods such that rents would increase.

MISSION HILL NEIGHBORHOOD HOUSING SERVICES
BOSTON, MASSACHUSETTS

THE AGENCY

Mission Hill Neighborhood Housing Services (NHS) is an associate entity of Boston NHS. The Boston parent agency was established specifically to administer the Mission Hill program and a companion program in the Columbia-Savin Hill neighborhood. The Boston NHS raises funds for, monitors, and evaluates the two existing programs and hopes to promote the development of similar programs in other Boston neighborhoods. The major funding sources tapped by NHS are local banks, private foundations, insurance companies, and CDBG. Start-up funds came from the Urban Reinvestment Task Force. NHS enjoys a working relationship with the City government through three City representatives who sit on the NHS board. The City allocates CDBG funds to the Mission Hill and Columbia-Savin Hill programs for their revolving loan funds.

PROGRAM HISTORY

In 1971, Mission Hill residents expressed apprehension that their neighborhood was threatened as a viable residential area because of the encroachment of hospital, university, and highway expansion. Residents were unable to get home mortgages. Banks were reluctant to make loans except when strenuous community pressure was exerted. Residents bonded together and investigated the original NHS in Pittsburgh for guidance. With the involvement of the Urban Reinvestment Task Force, the Mission Hill NHS was born in 1974. The first loan was made in May 1975.

Goals and Support

The objectives of NHS are centered around neighborhood stabilization through encouraging reinvestment, halting dissolution of the residential area, and promoting home ownership. NHS faces some skepticism about the feasibility of their goals, but they reinforced their image by seeking board members who have credibility in the neighborhood.

Planning

Citizen participation was an essential component in the program design. Residents' input continues to be important to committee work and board meetings. NHS considers this local involvement mandatory to the planning process because the professional staff is transient while the residents have a longer term commitment to the neighborhood. A critical point in the planning history of the program came one and a half years after inception when the board membership was expanded to include a larger number of residents.

ELIGIBILITY

Recipients

Any Mission Hill resident who owns nine or fewer housing units and has been unable to get a conventional bank loan is eligible for assistance from NHS.

The program does not prescribe income or asset limits, nor does it require owner occupancy.

Repairs and Buildings

Homeowners are encouraged to do code work and other necessary repairs first. Seventy-five percent of the subsidized repair work is general maintenance of gutters, railings and porches, and badly needed painting. Some gut rehabilitation has been undertaken.

Some NHS sponsored work has been done on residential/commercial mixed-use buildings, but no work has been done on exclusively commercial structures.

CHARACTERISTICS OF THE SERVICE AREA

Mission Hill is predominantly an Irish neighborhood. It also has a substantial minority concentration including 9 percent Black and 7 percent Hispanic families. Approximately 20 percent of Mission Hill's population is elderly households. Property values are increasing and the vacancy rate is very low. Two- and three-family houses are the most common. Most owners live in their buildings. Mission Hill is experiencing a growing incidence of crime, vandalism, and fires suspected as arson.

FINANCIAL MECHANISMS

The NHS revolving loan fund of \$320,000 comes from Boston's CDBG allotment to Mission Hill, contributions from private foundations, URTF, and sales of loans to secondary mortgage markets. In addition, area lending institutions supply \$50,000 necessary for administration. The operating budget is expected to be higher next year.

Financial assistance with rehabilitation takes several forms:

- direct loans over five to seven years at interest rates between 4% and 8%. A Loan Committee composed of residents and representatives of lending institutions determines the interest rate after consideration of the applicant's income status.
- rebates through Boston's Housing Improvement Program
- tax abatements as a result of a five year grace period before the City reassesses rehabilitated property
- rent subsidies through Section 8 Housing Assistance Payments (to be implemented)

The average amount of assistance provided to a recipient is \$6,000.

IMPLEMENTATION

Staffing and Outreach

NHS employs a full-time director, a full-time rehabilitation specialist, two secretaries (one is a Project YES slot), and a part-time counselor for

the elderly. Outreach at first was low key. The staff felt it prudent to establish a reputation of getting the job done before glorifying the program. Later, they distributed flyers and brochures, posted NHS signs at job sites, invited Mission Hill homeowners to their annual meeting, and benefitted from word of mouth referrals.

Issues and Effects of Assistance

Before NHS began operating in Mission Hill, many residents were not completely sure they wanted to continue to make their homes there. Staff report that since NHS has been in the area, residents have formed a united front for maintaining Mission Hill as a residential neighborhood. This solidarity has been an impetus for NHS to do its job, and NHS has in turn bolstered the feeling of community.

To date, 150 units have received assistance. Since May 1975, 49 loans have been made, and hundreds of homeowners have sought some form of assistance from NHS. The staff believes that few of the repair jobs would have been possible without program assistance, and that a number of the participating families would have left Mission Hill otherwise. Some visible improvement in the housing stock is attributable to NHS, but some displacement of lower income families has taken place as well. The program director expressed the feeling that some displacement is probably inevitable.

NEWTON HOUSING REHABILITATION FUND
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
NEWTON, MASSACHUSETTS

THE AGENCY

The Newton Housing Rehabilitation Fund (NHRF) is one of several CDBG programs run by the City rehabilitation office, an arm of the Department of Planning and Community Development. This department originally encompassed only the planning function; but upon establishment of the CDBG, the community development component was added. The Director of the rehabilitation office is responsible to the Director of Planning and Development/Community Development Coordinator.

The City rehabilitation office runs three programs: general residential rehabilitation, rehabilitation for historic residences, and the Village Business Improvement Program (VIP). The general residential rehabilitation (or NHRF) is funded wholly by CDBG; historic preservation is funded by CDBG, the Massachusetts Historical Commission, and five percent of the local planning allocation; and VIP receives funding from CDBG from which to make rebates to businesses undertaking commercial improvements.

The stated goals of the rehabilitation office are:

- to relieve blighted housing conditions in low and moderate income neighborhoods, and
- to facilitate equal housing opportunity for handicapped and minority residents.

PROGRAM HISTORY

In the spring of 1975, after CDBG funds became available, citizens groups met and expressed the feeling that rehabilitation should be a priority in the appropriation of these new funds. The City then demarcated three neighborhoods to be the target of the rehabilitation. Advisory committees were formed in the designated neighborhoods, and from these, delegates were sent to join with elected officials on two task forces: one to decide on rehabilitation standards, and another to outline eligibility criteria. In December 1975, The Community Resources Group was hired as a program design consultant. Applications were first accepted for NHRF in May 1976.

Goals and Support

The NHRF program was conceived as a means to financially aid Newton residents who cannot afford to maintain their homes in good repair. The generalized effect would be stabilization of property values, and improvement of morale. NHRF hoped to reach 60 units the first program year. Local political support was enhanced when the program expanded to serve nine neighborhoods.

Planning

Since funds were known to be available before the planning began, the staff did not have to search for program money. The three original staff members had previous experience in rehabilitation, loans, and program planning. Their knowledge was supplemented by the expertise of The Community Resources Group, who designed program regulations, wrote a detailed operations manual, developed administrative forms, and delivered staff training.

In addition to professional assistance in planning, NHRF receives substantial input from citizens through the neighborhood advisory committee delegates to the aforementioned task forces. Also, the original motivating force behind the program was community based. Extensive citizen participation made Newton, as a whole, more receptive to the program.

NHRF staff feels that program planning and implementation have proceeded smoothly because of informed citizen involvement, internal competence, and support from other City agencies.

ELIGIBILITY

Recipients

Eligibility guidelines give priority to applicants who:

- own no more than four residential units
- live within one of the nine target areas (A ten percent set-aside is made for substantially needy residents who live within one-fourth mile outside of the target boundaries.)
- conform to income limits for low and moderate income households by family size, as prescribed by HUD Section 8 regulations (For NHRF, these limits are ten percent above the Boston SMSA median. They range from \$6,600 for a single, low-income person; up to \$18,900 for an eight-person, moderate-income household.)
- conform to prescribed asset limits
- have housing costs exceeding 30 percent for low-income households, or 40 percent for moderate income households, of eligible income (These applicants qualify for a direct grant. If housing costs are less than 30 percent or 40 percent, respectively, of eligible income, the applicant may qualify for a direct loan or an interest reduction payment.)
- wish to make repairs allowed by NHRF.

Owner occupants receive the highest priority, but NHRF also gives consideration to residents of the same neighborhood of the unit in question, residents of another Newton neighborhood, and persons from outside of Newton who own units in a target area.

Houses

Units to be rehabilitated must be within the target areas of Newton, or within one-fourth mile of the boundaries in special cases. The service areas were expanded from three to nine because the initially targeted neighborhoods did not generate enough applicants. The building must have no more than four units. If the building is of mixed use, the commercial floor space must be less than half of the total area in order to be eligible for rehabilitation. If this is the case, the commercial portion of the building may be renovated along with the residential, but the primary work must be done on the residential area.

Repairs

Highest priority in types of qualified repairs is given to those conditions which present an immediate danger to health or safety. Other code violations are attended to after health and safety hazards. The least important of eligible repairs is general maintenance work. Cosmetic alterations and luxury renovation are not eligible for a NHRF subsidy.

FINANCIAL MECHANISMS

Last year CDBG provided \$220,000 to NHRF. This year the funding came to \$200,000. A 20% increase in funds is planned for the coming program year.

Rehabilitation assistance to recipients takes three forms:

- direct grants of up to \$5,000
- interest reduction payments to lower the interest on a commercial home improvement loan to 3%
- direct loans of up to \$5,000 over seven years at 3% interest.

Eligibility for grants and interest reduction payments is based on housing cost as a proportion of income. Applicants who qualify for an interest reduction payment but have been rejected for a loan by at least three banks may receive a direct loan from NHRF.

The average amount of assistance to a recipient has been approximately \$4,000. In 1976, of the 50 households served, 48 received grants and two received interest reduction payments. The direct loan component has not yet been utilized because applicants have qualified for direct loans due to their high housing costs.

IMPLEMENTATION

Staffing

The NHRF staff is comprised of:

- a director (half time)
- two financial officers (full time)
- two rehabilitation specialists (full time)
- a clerk (full time)

The director of NHRF is also the director of the City rehabilitation office.

Outreach

Newspaper publicity and word of mouth were the main methods of outreach used by NHRF staff. Brochures were printed and updated as the program changed. An evaluation of NHRF done by the Harvard University Department of City and Regional Planning in April 1978, two years into the program, found that outreach methods are lacking, since 79% of Newton residents are not aware of the program. The staff plans to be more aggressive about reaching the public through the newspapers, and through contact with community and church groups. A bilingual staff person has been recruited to work with Newton's Italian neighborhood.

Issues

The major obstacle to the full success of NHRF was the lack of community awareness in the initial stages of the program. Increased outreach and expansion of target neighborhoods have alleviated this problem to the extent that NHRF has had to hire a second financial officer and second rehabilitation specialist in order to catch up with the backlog of applicants.

Effects of Assistance

NHRF has assisted 121 landlords through 166 rehabilitation projects (of which half are in progress). In addition, 220 eligible applicants are now on a waiting list for program assistance.

During the history of the program, \$350,000 has been distributed as direct grants, and \$5,630 has been paid toward interest reduction. The leveraging achieved by interest reduction payments has been \$2.20 in homeowners' money for every City dollar invested.

Visible change in Newton neighborhoods attributable to the program has been minimal because of the scattered nature of NHRF assistance, and because of the emphasis on correction of health and safety hazards and other code violations rather than on cosmetic repairs. However, the staff believes that NHRF benefits have enabled 90% more repairs than would have been possible without the program. In addition, NHRF has made it possible or desirable for a number of elderly residents not to move from their homes. Thus far, the program has not caused displacement of lower income families. Owners must agree in writing not to increase any rents or other charges on account of the repairs for a period of at least two years.

FUTURE PLANS

Because of inflation, consideration is being given to raising the grant maximum from \$5,000 to \$6,000. Also, more energetic and focused outreach is planned.

JUST-A-START YOUTH PROGRAM
CAMBRIDGE, MASSACHUSETTS

THE ORGANIZATION

Just-A-Start Youth Program is a skills training program in housing rehabilitation and civic beautification done by young people in Cambridge. It employs youth between 14 and 20 years old, both in school and out of school. The in-school youth work 20 hours per week through the school year as part of the high school work-study program, and receive academic credit for their participation. The out-of-school youth funded through CETA work full-time for a nine-month period, which is to be extended to twelve months this year. All those who have not finished high school are required to participate in Graduate Equivalency Diploma classes as part of the program.

Just-A-Start originated in 1967. From its inception until July 1978, it was administered by the Cambridge Redevelopment Authority. It is now an autonomous entity known as Just-A-Start Corporation, and it governs its own program in close cooperation with the Cambridge Housing Improvement Program (HIP) and Section 312 Rehabilitation Loans. As a private, not-for-profit organization, its relationship with the City is contractual. Its funding source is primarily CDBG.

The major focus of Just-A-Start's activities is on the youth employment--housing rehabilitation program. Other components of the organization are home ownership counselling; playground management; and co-sponsorship of a housing management program with a professional management firm.

Goals

Just-A-Start's raison d'être is to provide a valuable learning experience in the form of on-the-job training to Cambridge youths while simultaneously performing a service to the community through housing improvements and beautification of public spaces. Initially, the service area was the Wellington-Harrington district of Cambridge, but it has since expanded city-wide with special attention to six areas targeted by CDBG funds.

Support

The Just-A-Start Youth Program has received unqualified support from all elements of the community, including the School Department, the Redevelopment Authority, the Housing Authority, the Community Development Department, the City Council, and the citizens. It has been described as "the most popular program run by the Cambridge Redevelopment Authority."

Planning

The founder of and continuing impetus behind Just-A-Start is Gordon Gottsche, the program director. Prior to introducing his idea to Cambridge, he had conceptualized the program for the South End section of Boston, and had run it successfully there. Mr. Gottsche brought with him the necessary expertise to get the Cambridge program off the ground.

The steps taken to acquire funds for Just-A-Start involved solicitation of both public and private sources:

- application to the City for a CDBG allocation
- an appeal for contributions from businesses, churches, community groups
- contact with Associated Foundations of Greater Boston, Cambridge foundations, and charitable sources to secure private monies
- receipt of direct funds from government programs such as work-study and CETA.

Two aspects of planning which have contributed to the success of program operations have been citizen participation, and the relationship with other rehabilitation programs and City agencies. Since Just-A-Start was incorporated, the citizen input component was formalized, and has, in turn, perpetuated community support. In addition, the program has enjoyed a productive interdependence with the Cambridge Redevelopment Authority, and the HIP and Section 312 programs.

ELIGIBILITY

Youth Workers

No income guidelines apply to the young people hired to do the rehabilitation work, although priority is given to those from the CDBG target neighborhoods.

Recipients

Again, no specific income limits are set out for benefit recipients. A similar priority system to the selection of youth workers decides which homeowners are eligible for assistance. Applicants are considered in the following order: (1) referrals from Cambridge rehabilitation programs such as HIP and Section 312 (in which cases the income guidelines for those programs would have already been a basis for selection); (2) residents of CDBG target neighborhoods; (3) residents at-large whose rehabilitation work would provide good training for the young people hired. All recipients of assistance must be owner-occupants or tenants of the property to be renovated.

Houses

No investment property is eligible for renovation by Just-A-Start employees. Apart from that specific exclusion, only discretion serves as a guide to which buildings are eligible. For instance, the height of the structure would be a criterion due to the safety consideration for the workers. One project involving improvement of commercial facades was undertaken, but work is generally confined to residential buildings. Mixed-use work is a possibility for the future.

Repairs

The work crews are trained to do light, and generally small-scale, rehabilitation work on homes: carpentry, painting, weatherization, and so forth. No work that requires a license (electrical wiring, plumbing, roofing, etc.) can be done by the youth employees. In addition to home improvement work, the youths work on maintenance and beautification projects in parks and public areas.

FINANCIAL MECHANISMS

CDBG funds largely pay for the salaries of the youth employees. CETA provides for 14 nine-month positions for workers and one supervisory slot. CETA will switch to year-round positions for Just-A-Start in the next fiscal year.

In the current program year, Just-A-Start received a total of \$428,000 from the following sources: CDBG (54%), private donations (19%), CETA (16%), work-study funds for college and high school students (11%). This represents a 50% increase over last year's funding of \$284,000. An 8% increase is anticipated for next year.

Just-A-Start provides rehabilitation assistance through free labor to home owners and tenants. The cost of materials is borne by the recipient, or by the program (HIP or Section 312) through which the recipient was referred.

The average package of assistance provided to each recipient by Just-A-Start is one crew-week for interior work; or two crew-weeks for exterior work; or one and one-half crew-weeks for civic projects. A crew consists of four or five youth workers and an adult supervisor for inside work, and nine or ten youth workers with a supervisor and assistant supervisor for outside house painting.

IMPLEMENTATION

Staffing and Outreach

Just-A-Start employs the following staff:

- an executive director (part time)
- a project director (90%)
- a case packager (three-quarters time)
- three crew supervisors
- two supply and scheduling clerks (one full time, one half time)
- one secretary (half time)
- a fiscal manager

Outreach took the form of staff recruitment of rehabilitation jobs in the beginning of the program. Now that referrals come from the City rehabilitation programs, Just-A-Start gets more requests for the services of its youth crews than it can fulfill.

Issues

The success of Just-A-Start results from its opportune connection to HIP and Section 312. Without this "built-in" referral system, a substantial outreach effort would be necessary. The program has at times suffered from financial limitations, and has also had a problem with frequent relocation because their office is housed in Redevelopment Authority owned buildings for which there is no rental charge, but which are not permanent locations.

Effects of Assistance

In the history of the program, over 700 units owned by 620 different individuals have been renovated. They expect to undertake 150 more projects in the foreseeable future. In addition, they have accomplished 200 beautification projects. In the past year, the equivalent of \$334,000 in services has been distributed in assistance.

Work done by Just-A-Start has produced observable improvement throughout Cambridge neighborhoods. In the administrator's opinion, the program has enabled four times more renovation work than would have been realized otherwise. Also many homeowners receiving services can more easily get loans because the amount of money needed is reduced by the free labor.

CENTRAL NORTHSIDE HIGH RISK LOAN PROGRAM
NEIGHBORHOOD HOUSING SERVICE
PITTSBURGH, PENNSYLVANIA

THE AGENCY

The Neighborhood Housing Service (NHS) was instituted in Pittsburgh in 1968, expressly to administer the High Risk Loan Program for the Central Northside section of Pittsburgh. This NHS was the first of its kind in the country. NHS works toward neighborhood stabilization through housing assistance to low and middle income families. In addition to the Central Northside program, NHS runs another home repair program elsewhere in the City, and offers a mortgage counseling service. As a private not-for-profit body, NHS receives CDBG funding* which has been channeled through the Redevelopment Authority. Although NHS concentrates its services on the Northside, the agency is active city-wide.

PROGRAM HISTORY

During the mid-1960s, eight Pittsburgh neighborhoods, including Central Northside, were designated poverty areas. Because of the profound stigma of urban blight and the problems associated with absentee landlords, monies for home repair had been previously unavailable. In 1967, a federally funded home-repair program was established to rectify code violations, but funds were given to only one of the poverty neighborhoods. Because they were overlooked, the Central Northside residents felt that a crisis was imminent. They appealed to the mayor who responded by convening lending institutions, private foundations, and concerned residents to formulate a plan of action. The foundations pledged \$750,000 to be granted to a loan fund over a period of years. Banks agreed not only to underwrite the administrative costs of an assistance program, but also to make loans available to Central Northside residents. Furthermore, as a result of the mayor's meetings, the City improved municipal services in Central Northside.

Goals

One of the particular aims of the High Risk Loan Program was to prevent the "bulldozer approach" of adjacent urban renewal and highway construction sites from overcoming Central Northside, fearing that it would lead inevitably to further deterioration and would have reinforced the already undesirable image of the area. In general, the objectives of the program are to upgrade the housing stock, to financially assist the lower income citizens, and to promote revitalization of the neighborhood by offering at least 60 high-risk home repair loans a year.

Support

The ten-year "staying power" of the High Risk Loan Program has contributed greatly to its acceptance by the community. In addition to the various

* CDBG funds NHS programs other than the High Risk Loan Program, which runs on private and bank money.

private foundations making grants, 22 lending institutions are involved in underwriting administrative costs. This widespread participation demonstrates confidence in the program. No opposition, political or other, has been encountered.

Planning

The staff of the High Risk Loan Program were gathered on the basis of their individual expertise in community organization and their familiarity with the housing code. Lending institutions provided technical assistance to supplement the experience of the staff.

Citizen input was essential to the start-up planning. It was, in fact, the consolidated sentiment of the Central Northside residents that was the seed for the High Risk Loan Program. Program staff consider continued local involvement to be critical to the planning process.

Unexpected results of a survey of housing conditions in Central Northside were an important factor in the planning process. The survey showed that 70 percent, as opposed to the anticipated 50 percent, of the houses required repairs. This was a clear mandate for the High Risk Loan Program.

ELIGIBILITY

Recipients

The potential recipient in the program must:

- live within the target area, Central Northside
- be an owner-occupant of the building to be rehabilitated
- have a gross family income of no more than \$15,000.

Buildings and Repairs

The program limits eligible buildings to those with four or fewer units. Very little commercial improvement has been accomplished with a high risk loan. The staff steers business inquiries to other City improvement programs. The type of repairs that qualify for a loan are usually wiring, plumbing, roofing; attention is given to code violations rather than cosmetic work.

SERVICE AREA

Resident composition in Central Northside is 60 percent White and 40 percent Black. The predominant structure types are one-, two-, and three-family houses, and low-rise, multi-family buildings, most commonly with resident owners. Property values are gradually increasing owing to the efforts of the loan program. Minor problems in the neighborhood are the five percent vacancy rate, and some degree of crime and vandalism.

FINANCIAL MECHANISMS

The \$750,000 foundations money has been placed in a revolving loan fund. In addition, the participating lending institutions subsidize administrative costs at the rate of \$50,000 a year.

The program provides assistance usually through direct loans for material and labor expense. An alternative to this arrangement is "self-help" whereby a homeowner performs the necessary skilled labor and receives reimbursement (rather than a loan) for the supplies cost in return for the donated time.

Although the interest rate on loans may vary from no interest to six percent, almost all recipients get three percent loans. The average loan is \$6,000 per unit. An incentive for rehabilitation is the possibility for a tax abatement: upon application to the assessor, the City will delay property revaluation until three years after the rehabilitation.

IMPLEMENTATION

Staffing and Outreach

The High Risk Loan Program has four full-time staff members: an assistant director, construction specialist, loan officer, and secretary. Initial outreach was through brochure distribution, and broadcast spots. Currently, the program relies on word of mouth for publicity.

Issues

The staff feel that the greatest facilitating element in the loan program is citizen participation. The aspect of gravest concern is displacement. A small amount of displacement has occurred as a result of rehabilitation in Central Northside. NHS has begun to buy properties for resale to persons who will not disturb the existing neighborhood mix, so as to mitigate the displacement phenomenon.

Effects of Assistance

In the last ten years, one thousand units have benefitted from the program. Twenty projects are in progress and ten more are scheduled. All this renovation has consumed no public money because of the generosity of Pittsburgh foundations which have supplied the revolving loan fund. The success of the program is evident in Central Northside. The staff estimates that only ten percent of the improvements would have been achieved without the High Risk Loan Program, and that the program prevented a number of families from having to leave the area.

REHABILITATION AREA PLAN
PITTSFIELD REDEVELOPMENT AUTHORITY
PITTSFIELD, MASSACHUSETTS

THE AGENCY

The Pittsfield Redevelopment Authority is an 11 year old public agency responsible for the overall rehabilitation of blighted areas in Pittsfield. The scope of its work includes improvement of housing and streets, and provision of related human services. The Authority concentrates its activity on the center city of Pittsfield.

As part of the local government, the Authority is under contract to the City to administer the rehabilitation program. Bureaucratic reorganization is currently taking place and may lead to a new definition of the Authority's status in the government. As well as receiving funds from CDBG, the Authority receives funds from the Economic Development Administration.

PROGRAM HISTORY

The Authority has administered the Rehabilitation Area Plan since the summer of 1973 at which time it was the vehicle for the Section 115 Rehabilitation Grant Program. Beginning in 1974, implementation was possible through the receipt of CDBG monies. Funding was and is directed at development of center city neighborhoods in physical decline.

Goals

The long-range objective of the plan is to stimulate reinvestment by the private sector in these neighborhoods. Another desired outcome of the Authority's efforts is to inspire faith in the community's economic viability and attractiveness.

Planning and Support

The plan was intended to accomplish 25 renovation projects a year, but in fact has surpassed that goal. Other than minor difficulties in dealing with the City Council, the plan has not encountered any opposition from the community. The staff feels that the relatively smooth operation is owed to the self-evident worth of the program.

Funding is secured from the City's CDBG allocation through:

- regular Council meetings at which the Authority is represented, and
- special Council hearings before going to HUD for CDBG funds.

Also, citizen awareness and support for appropriation of City funds for the Rehabilitation Area Plan are promoted through:

- neighborhood meetings every fall in each of the designated project areas, and
- public affairs coverage on a television discussion show.

Citizen participation in the planning process was assured in December 1974, when the mayor appointed for a one-year term a community resource panel. Its 20 members were a representative cross-section of Pittsfield residents, ranging from local bankers to unemployed persons.

After the first year, the program experienced a boost. This was due to the expansion of its jurisdiction from the originally targeted few blocks to a more widespread distressed area of the center city. This was a turning point in the planning process.

ELIGIBILITY

Recipients

A significant differential in interest rates favors resident over non-resident owners. Occupant owners are eligible for a 3% mortgage over 20 years, while absentee investors can receive a 7% mortgage over 15 years. Investor-owned property to be renovated must have been owned by the subsidy applicant for at least one year prior to applying for assistance.

Income guidelines state that priority is given to owner occupants with an adjusted gross family income not in excess of \$21,000. No income limitation pertains to investors who apply. The maximum loan available is \$17,400 per dwelling unit; however refinancing is possible for owner occupants under specific circumstances. Elderly and handicapped persons whose monthly housing expenses (utilities, mortgage, taxes, etc.) are more than 25% of their monthly gross income are eligible for an outright grant of up to \$3,500.

Buildings

The only restriction on the type of building eligible is that it have no more than four units. Once a building is being renovated with program funds, the rental units in that building are protected by certain agreements with the Pittsfield Redevelopment Authority. (Because rent increases must be approved by the Authority, a minimal number of tenants have been displaced.)

Repairs

The type of repair work which qualifies for Rehabilitation Area Plan benefits is as follows:

- Section 312 property standards are applicable to work eligible for a loan.
- Improvements necessary to bring property up to compliance with housing code standards are eligible for a grant.

CHARACTERISTICS OF THE SERVICE AREA

The center city of Pittsfield has a medium minority concentration; 14% of the population is black. Owner-occupied buildings are most common. Single family houses and two- and three-family buildings are the predominant structure type. Property values were once decreasing but now seem to be stabilizing. Neither vacancy and abandonment nor arson is a problem, though crime and vandalism appear to be of growing magnitude.

FINANCIAL MECHANISMS

As mentioned above, the Rehabilitation Area Plan is funded through CDBG. During 1976, the program received \$165,000. In the current program year, the funding level increased threefold to \$500,000. The amount of assistance available for next year is not known at this time. The average amount of assistance to a recipient is \$8400. Currently the modes of assistance are direct loans and grants. In the future, a sweat equity program might be instituted.

IMPLEMENTATION

Staffing and Outreach

The Pittsfield Redevelopment Authority staffs the Rehabilitation Area Plan with:

- a director (part-time)
- a rehabilitation specialist (full-time)
- two processors for counseling, closing, and other tasks (one full-time and one half-time)
- a clerk
- an attorney (part-time)

In addition, the program has used one consultant to advise on long-term planning matters.

Outreach to households has been done through door-to-door contact, and word-of-mouth networks. Publicity has been placed in local news media, and flyers have been printed, though not yet distributed.

Issues

The most important issue arising in the program is quality and quantity of contractors. The staff emphasizes that excellence of work and a long list of available contractors are essential to a successful rehabilitation program.

Effects of Assistance

Thus far 200 renovation projects have been completed; fifteen more are in progress. In four years of program operations, \$1.2 million has been distributed to 130 landlords.

In the opinion of the staff, Pittsfield's center city has been visibly improved by the repair work enabled by the program. Moreover they believe that perhaps none of the units would have been repaired without the help of the program, and that a few of the assisted households would have moved from their homes otherwise.

COMMUNITY IMPROVEMENT BOARD
TAKOMA PARK, MARYLAND

THE ORGANIZATION AND ITS OPERATIONS

The Community Improvement Board is a watchdog committee sponsored by the City of Takoma Park, Maryland. It was formed as a result of citizen meetings in 1968, at which an ordinance concerning property upkeep was drafted, and subsequently passed by the City Council. The purpose of the Board is to halt deterioration of Takoma Park's neighborhoods.

The Board is composed of 29 City appointed members: a chairperson, vice chairperson, and three representatives from each of nine neighborhoods. The current chairperson has been a member of the Board since its inception. During the first three years of the program, the city found it difficult to find enough citizens willing to serve on the Board. Not until the fifth year were all of Takoma Park's neighborhoods fully represented.

The Board's ordinance addresses the interspersed deterioration observable in Takoma Park by authorizing a building inspector to report to the City conditions posing health and safety hazards or incipient blight; to declare the property in question a nuisance; and to order the owner to correct the offending conditions "within a reasonable time."

The Board conducts semi-annual "ride arounds" to inspect neighborhoods and identify violating properties. On these ride arounds, the inspection team notes crumbling walls and steps, roofs and fences in disrepair, accumulated trash, dead trees, broken curbs, and abandoned cars. The Board's ordinance applies only to single family dwellings. A similar set of regulations (the Building Officials and Code Administrators Code or BOCA) govern multi-family dwellings.

The Board does not have a direct financial assistance mechanism to help the identified homeowners to rehabilitate and maintain their property. Homeowners are referred to available City resources to help with repairs. These resources include:

- a \$50,000 revolving loan fund for rehabilitation assistance.
- a revenue sharing funded grant and loan program for the elderly and disabled. If gross income is less than \$7000, then \$7500 maximum aid is given as half grant and half 3% loan. Aid is given entirely as a loan to a household whose income exceeds \$16,000.
- a CDBG funded program to help code violators. Income guidelines are similar to those for the elderly and disabled program.
- a self-help program consisting of a tool lending library for home maintenance and rehabilitation workshops.

In addition to the above City programs, Montgomery County and the State of Maryland also offer various assistance alternatives for homeowners seeking to rehabilitate.

NEIGHBORHOOD PRESERVATION PROGRAM
DEPARTMENT OF DEVELOPMENT - BUREAU OF HOUSING AND BUILDINGS
YONKERS, NEW YORK

THE AGENCY

In Yonkers, the Department of Development runs the Planning Office, the Community Development Office, and the Bureau of Housing and Buildings. The major funding source for all these functions is CDBG. The Department operates city-wide, but concentrates some of its activities on certain neighborhoods. Its general objectives are redevelopment, housing preservation and community development.

PROGRAM HISTORY

In late 1973, Yonkers residents recognized the need for a program which would revitalize certain neighborhoods through improvement of the housing stock. The intercession of code enforcement would come too late for many multi-family structures which had already badly deteriorated. They also recognized the importance of socio-economic factors in residents' impressions of their neighborhoods.

In early 1974, meetings were initiated among tenants, legal services, and community groups to discuss and act on the problem. The Yonkers Chamber of Commerce also expressed to the City an interest in alleviating blight. The City suggested implementing house by house code enforcement, but the citizens stressed the importance of examining larger issues. The City Manager realized that the amount of money and energy an owner would invest in a property depended on the perceptions of the area.

From these discussions evolved the North Broadway study which utilized a composite index of neighborhood ratings. The measure took into account tax assessments, crime rate, welfare cases, and building code violations. This led to the development of an early warning system for deterioration. Five multi-family buildings were identified because their physical condition was giving the area a negative image. In 1975, a \$50,000 grant was secured from the Urban Reinvestment Task Force, and \$80,000 was allocated from Yonkers' community development funds. This was the beginning of the Neighborhood Preservation Program (NPP). Its first project was an Investment Analysis Program which diagnosed the five pinpointed buildings to determine the extent and type of rehabilitation work necessary. This was done as a service to encourage lender participation in rehabilitation assistance. Next, the City gave tax breaks to reward investment in the renovation of the declining properties. A planner and a financial analyst were hired as consultants to the program design process.

Some objections were heard from residents of lower income areas who believe that they were suffering worse housing conditions than that of the five buildings which the City designated for attention. A public information

program which included an explanation of the syndrome of housing disinvestment helped to quiet the objections. NPP comes under the jurisdiction of the Bureau of Housing and Buildings.

ELIGIBILITY

Buildings

Any building in such a state of deterioration that it is referred to NPP by either an owner, lender about to foreclose, or a community group, is eligible if it is in a primary target area. The worst housing stock in the first target area has now been renovated. Two more areas of Yonkers are the current focus of NPP, but program activity is not confined strictly to them. The program will also consider lenders who request assistance for buildings outside of the specified neighborhoods. A financial feasibility study is conducted to determine what work must be done to save the building. If the building is of mixed residential and commercial use, the commercial area is excluded from the analysis so that residential improvements do not have the effect of subsidizing commercial work. The first buildings that came under NPP had 75 to 100 units each. Now, the buildings being diagnosed are much smaller, having approximately 12 units.

Repairs

The type of repairs diagnosed by NPP are sometimes as drastic as to constitute "substantial rehabilitation" by New York State standards. This includes rebuilding of systems and changing floor plans. On occasion, cosmetic work has been recommended. The analysis includes all improvements which would make the building functional and marketable.

CHARACTERISTICS OF THE INITIAL TARGET AREA

NPP's first target was an area of high-rise residential buildings with absentee owners. The population is over 50 percent Black and the remainder White. Property values were declining, and vacancy and abandonment were major problems as evidenced by twenty foreclosures.

FINANCIAL MECHANISMS

Funding for NPP includes a \$25,000 grant from the Urban Reinvestment Task Force. The rest, approximately \$100,000, comes from CDBG funds for Yonkers. The budget has remained roughly stable over the last two years and is expected to be the same next year.

The assistance mechanism is tax abatements. The owner can put the amount that would have been paid in taxes toward rehabilitating the building. Four parties are economically involved in this mechanism:

- the owner invests in the building
- tenants may bear any resulting rent increases

- the City gives tax breaks to owners, and receives capital improvements to the area
- the lender gets a more secure debt because of the renewed investment.

IMPLEMENTATION

Staffing and Outreach

NPP employs a full-time program manager, senior inspector, field representative for inspections, and a part-time planner and financial analyst. No outreach has been done because NPP initially worked with only five chosen buildings. Through that work, the program became known to lenders, owners, and City inspectors. The program was publicized as a result of a banquet attended by regional and local banking officials.

Effects of Assistance

Seven million dollars worth of improvements have been made on 3,500 units in 65 buildings. Forty-five owners have been helped by NPP. The staff anticipates that 500 to 1,000 more units will come under the program in addition to the 300 units in progress now. NPP has created observable change in the target neighborhoods. The staff feels that none of the rehabilitation would have been accomplished without NPP's motivation. Some tenants would most likely have moved if their buildings had not been repaired, but staff report that tenants have not been forced out because of the repairs and any consequent rent hikes.

FUTURE PLANS

NPP is one of the few programs in Yonkers that is not mandated. Staff fear that they will lose their secure footing soon and will have to seek outside support because of the City's current fiscal crisis. Also, a shuffling of City staff could lead to an erosion of the City's commitment to the program.

Yonkers' Neighborhood Preservation Program has been selected for replication by the Urban Reinvestment Task Force in Hartford, Connecticut, and Mount Vernon, New York, under the name of Apartment Improvement Program.

CENTRAL COLLAR REHABILITATION PROGRAM
FIRST AND SIXTH WARD REHABILITATION PROGRAM
REDEVELOPMENT AUTHORITY OF THE CITY OF ALLENTOWN, PENNSYLVANIA

THE AGENCY

The Allentown Redevelopment Authority is in charge of urban renewal, redevelopment of blighted areas, housing rehabilitation, and promoting urban reinvestment. In addition to the rehabilitation programs in the Central Collar and the First and Sixth Ward neighborhoods, the Redevelopment Authority runs the following programs: demolition; curb, sidewalk and storm sewer inlet replacement; relocation; and marketing land to private investors. Currently, the Redevelopment Authority is under contract to the Community Development Department and will soon be absorbed into the structure of that department.

PROGRAM HISTORY

Goals and Support

The immediate goal of the Central Collar Rehabilitation Program was to revitalize the area that surrounds the newly constructed \$5 million downtown mall. It wanted to reach at least 180 units in its first year and now works on over 300 units per year. The program was generally well accepted by residents.

Planning

The completion of the downtown shopping mall in 1973, signalled the start of the rehabilitation of the contiguous area, the Central Collar. The rehabilitation program was launched in July 1973. Shortly thereafter, the experience was repeated in establishing a similar rehabilitation program in the First and Sixth Ward neighborhood. Outside consultants were hired to aid in the planning, and were key figures in developing goals and scheduling implementation. Funding was secured through the Community Development Department's process of obtaining CDBG money. The Redevelopment Authority consumes the largest portion of Allentown's federal grant.

When these two rehabilitation programs were conceptualized, the Neighborhood Improvement Council was formed. The Redevelopment Authority said that this input is essential, and that they would not enter any neighborhood without community participation.

ELIGIBILITY

Every property, commercial, residential or vacant, in the target area is inspected for compliance with the Allentown Property Rehabilitation and Maintenance Code (which includes upkeep of exterior appearance). All initial inspections are performed by the same person to insure uniformity. An owner

whose property does not meet standards is referred to one of the assistance programs listed below to correct the violations. Improvements should be accomplished within one year, after which a hearing will take place if the repairs have not been made. If an effort is not made by the owner, monitored monthly, an informal administrative hearing is held with hopes of reaching an agreement. If the agreement reached is not honored, the owner may be prosecuted. Violation of the Ordinance is a criminal offense which is punishable by fine or imprisonment. Every effort is made to avoid prosecution, but it is sometimes a final resort.

Eligibility requirements vary with the several assistance programs operating.

- Standard Grant: The owner must occupy the residential building, which must have no more than four units and must be located within one of the two target neighborhoods. If gross income is below \$3,000, housing expenses must account for at least 25 percent of monthly eligible income. Liquid assets are subject to limits. The maximum allowed grant is \$5,000. The average grant per recipient is \$3,900. Thus far, 210 have been awarded.
- Hardship Grant: This is a special case of standard grants and accounts for ten percent of all grants. Applications are reviewed by the Hardship Grant Board. Income eligibility is the same as for standard grants above. This category of assistance is reserved for the most serious cases of code violations. This grant has no upper limit except that it cannot exceed what would be the acquisition and relocation cost to the Redevelopment Authority. The 24 hardship grants made to date have been as high as \$9,000.
- Section 312: loans for rehabilitation of residential property; federally prescribed income guidelines.
- First Valley Bank: a \$750,000 line-of-credit loan program with six percent interest. Any owner of residential or commercial property in the target neighborhoods who is referred to the bank by the Redevelopment Authority is welcomed to apply. These loans can be used for general repair work in addition to code repairs, but not cosmetic improvements. At this time, \$387,000 is out in bank loans; the average loan is \$15,000. Thirty-four projects have been completed and 28 are in progress.

In addition to the above loan and grant programs, \$250,000 is out in three percent loans made by another Allentown bank which is no longer involved in the rehabilitation assistance program.

CHARACTERISTICS OF THE SERVICE AREA

The Central Collar and First and Sixth Ward (adjacent wards) neighborhoods have a low minority population of five percent Black and seven percent Hispanic residents. The streets are lined with single-family row houses and some two- and three-family buildings; 75 percent are owner-occupied. Vacancy and crime are minor problems in these areas.

IMPLEMENTATION

Staffing and Outreach

The Central Collar and First and Sixth Ward Rehabilitation Programs each employ the following staff:

- a contract and inspection coordinator
- a financial advisor
- two rehabilitation specialists
- three housing inspectors
- a construction inspector
- a demolition and property management inspector

All of the above positions are full time.

Outreach was done through contact with residents at the Neighborhood Improvement Council meetings.

Issues and Effects of Assistance

The rallying point of the rehabilitation programs has been the strength of the property maintenance code and its diligent enforcement. Inspectors adhere to the code, and follow up on their inspections for each offending property.

Rehabilitation assistance has been given to 339 properties in the four-year course of program operation. This \$1.6 million (approximately half grants and half loans), has leveraged another \$1.5 million to repair 360 units, completed, and 42 in progress. Fifty more assistance applications are now being processed.

The two programs have brought about a great deal of visible improvements in the neighborhoods. The staff estimates that less than 30 percent of the rehabilitation work would have taken place if help had not been available. They further estimate that one-quarter of the families taking advantage of the financial assistance would have moved without it. As a result of the repair work, it is suspected that some rents have been increased, forcing tenants out, however, no actual instances of this are known. The feeling was expressed that removal of health and safety hazards merits an increase in rent, at the risk of losing a tenant.

FUTURE PLANS

The job has been done in the Central Collar, and, therefore, the program for that area will be closed out. Operations will continue in the First and Sixth Ward neighborhoods, and might be expanded into the next area requiring attention. The staff wants to design a follow-up mechanism to assure that completed rehabilitation projects remain up to standard, since some sites have already fallen into disrepair over four years.

HOME IMPROVEMENT LOAN AND GRANT PROGRAM
NEIGHBORHOOD REINVESTMENT SERVICES
DEPARTMENT OF COMMUNITY DEVELOPMENT
ROCHESTER, NEW YORK

AGENCY

The Rochester Department of Community Development runs the Neighborhood Reinvestment Services (NRS) which in turn sponsors the Home Improvement Loan and Grant Program (HILP). In addition to HILP, NRS administers seven other rehabilitation programs including Section 312, commercial rehabilitation, and several neighborhood-specific programs.

PROGRAM HISTORY

Goals

HILP was implemented in 1975 with three broad objectives in mind:

- to improve and preserve the City's housing stock
- to assist lower income citizens of Rochester, and
- to promote stabilization of the City's neighborhoods.

A private consulting firm, The Community Resources Group, was hired to conduct an in-depth analysis of Rochester's HILP. This analysis, published in February 1978, included recommendations concerning program priorities and goals. It was recommended that administrators focus program activities around one specific goal in order to have a more concentrated impact and to coordinate efforts better with other City programs.

Support

The Rochester community has generally positive attitudes towards HILP. The HILP Coalition (a group of representatives of concerned neighborhood organizations, settlement houses, and the Housing Council of Monroe County Area, Inc.) expressed some discontent with administrative processes. In response to these objections, and in an attempt to streamline the program, HILP staff is striving to reduce the volume of paperwork, shorten the processing time, and improve communications with clients.

Support from local elected officials was reinforced when the service area of HILP was expanded to include all Rochester neighborhoods.

PROGRAM COMPONENTS

HILP provides assistance for rehabilitation through three program components:

- an interest reduction loan for 35 percent of up to \$5,000 in repair costs (maximum loan = \$1,750)

- a rebate under the Personal Investment Program (PIP) for 35 percent of up to \$5,000 personally invested in repair costs (maximum rebate = \$1,750).
- a grant of up to \$3,000 or \$3,500, depending on income level.

ELIGIBILITY

Recipients

Eligibility requirements for the three HILP components differ in terms of maximum allowable income and several other criteria. For the loan and PIP components, the applicant must fulfill the following conditions:

- Owner occupancy. If the house was bought at a City auction, the owner must intend to move in after improvements are made.
- Residency within the city limits.
- Must conform to specified income limits ranging from \$9,950 for a single person to \$19,000 for an eight-person household. No asset limits are set.

For a grant, the applicant must meet these requirements:

- Owner occupancy for at least one year prior to and concurrent with time of application.
- Residency within the city limits.
- Must be no more than one month behind in mortgage payments.
- Must be no more than one quarter behind in City tax payments.
- Must not have previously participated in a home improvement subsidy program.
- Must have no more than \$10,000 in savings, cash, stocks and bonds.
- Must conform to one of two sets of income limits. Income level I represents "very low" income households whose income does not surpass 50 percent of the Rochester SMSA median. These households are eligible for a maximum grant of \$3,500. The limits range from \$4,800 for a single person to \$10,500 for an eight-person household. Income level II defines "low" income households whose income does not exceed 80% of the Rochester SMSA median. Level II starts at \$7,950 for one person to \$15,900 for an eight-person family. These households qualify for a maximum grant of \$3,000 if they have already been rejected by three banks for a commercial loan.
- For elderly applicants, an additional exemption in family size is allowed.

Houses

A building eligible for HILP assistance has no more than four units. If the building is of mixed residential and commercial use, repairs can be made only to the residential portion. Single family homes account for 89% of HILP rehabilitated structures.

Repairs

HILP assists a broad range of repairs and renovation projects. Any improvements made must be permanent. The types of repairs already accomplished include:

- exterior (roofing, gutters, foundation, painting, windows, doors, porch, etc.)
- interior (painting, walls, ceilings, stairs, floors, cabinets, etc.)
- systems (electrical, heating, plumbing)
- room modernization or addition
- grounds (driveway, fence, sidewalk, accessory structures, etc.)

The distribution of improvements among program components, according to the survey done by The Community Resources Group, is as follows:

<u>Repair Category</u>	<u>Grant</u>	<u>Loan</u>	<u>PIP</u>	<u>Total</u>
Exterior	95%	74%	75%	85%
Systems	73%	28%	54%	55%
Interior	46%	24%	39%	38%
Room Modernization	13%	24%	29%	19%
Grounds	15%	14%	11%	14%
Number of structures improved	113	72	28	213

FINANCIAL MECHANISMS

Rochester HILP is funded in total by CDBG. From program inception in 1975, through July 1977, it received \$3.4 million, of which approximately 18% (\$600,000) went to administrative costs, and the remaining 82% (\$2.8 million) was distributed as rehabilitation assistance. Administrative costs declined

from 21.5% of total allocation in the start-up year to 16% in the second year, and were expected to decline slightly more in the third year. The grant component is by far the most costly to administer, both in terms of overall expenditure and cost per assistee.

The average amount of assistance provided to a recipient varies considerably among program components, as shown below.

<u>HILP Component</u>	<u>Mean Cost of Improvements</u>	<u>Mean CDBG Contribution</u>	<u>Maximum Allowed</u>	<u>Number of Assisteess as of 8/77</u>
Loan	\$3262	\$1098	\$5000	465
Grant	\$3331	\$3315	\$3500 or \$3000*	651
PIP	\$2651	\$ 888	\$5000	148

*Maximum grant depends on income level.

IMPLEMENTATION

Staffing and Outreach

HILP is staffed by 19 persons. Many of these staff members are employed part-time by HILP, and charge the remainder of their hours to other responsibilities in the Department of Community Development.

Outreach was done initially through billboards, radio and television announcements, bilingual pamphlets and newspaper write-ups, and mailings to other agencies and neighborhood organizations. After the start-up phase, outreach was concentrated in the media (newspaper, television, radio).

Issues

Many programmatic issues were covered in The Community Resources Group analysis of HILP. These include:

- the necessity to simplify paperwork
- the uneven quality of contractors' work (A contractor evaluation system has been proposed in response to this problem.)
- the nature of negotiating with contractors (This was a problem especially for grant applicants who must obtain three competitive bids for their home improvement work.)
- undue delays in processing applications (Grant processing consumes 300 days on average; PIP, 136 days; and loans, 100 days.)
- the necessity to focus HILP's overall goals in order to achieve more identifiable results.

One problem that is serious to Rochester is housing abandonment. HILP planners had in mind to provide repair dollars to residents in hopes of discouraging them from migrating to the suburbs. However, because so many two- and three-family houses which are abandoned have absentee landlords, HILP is not capable of even addressing this problem due to the owner-occupancy requirement.

Effects of Assistance

In slightly over two years of operation, HILP spent \$4.1 million on direct assistance to 1,264 landlords. Approximately 1,400 renovation projects have been completed, and more are in progress. HILP has encouraged the investment of private money in rehabilitating the housing stock. Leveraged private funds accounted for 31 percent of total home improvement costs (\$1,000 private money to \$2,200 HILP money).

HILP originally defined its service area as a small portion of Rochester's central city. The program later expanded its activity to many neighborhoods throughout the city because the initial target area did not have enough owner-occupants to generate applications. Also, political support was gained through expansion of the target area. HILP-identified renovation activity has not brought about a great deal of observable change in neighborhood appearance, despite the fact that many of the enabled repairs have been exterior work. This is because of the scattering of HILP assistance throughout Rochester.

In an examination of neighbors' awareness of HILP activity, The Community Resources Group found that 83 percent of recipients' neighbors had noticed the rehabilitation work, but only 17 percent recognized HILP as the funding source. A negligible percentage of neighbors intended to apply to HILP to finance their own planned repair work.

According to the interviews that Community Resources Group conducted with program participants, 37 percent of recipients stated they would definitely have made no repairs without HILP assistance, and another 26% would most likely have made no repairs otherwise. Therefore, HILP substantially boosted rehabilitation plans and activity. In addition, HILP is encouraging participation by residents who have never sought home improvement loans before. Virtually all PIP recipients and nearly three-quarters of loan and grant recipients had never tried to obtain financial assistance for home repairs. This is further evidence of HILP's motivating power. Also, according to The Community Resources Group report, 39% of the recipients would have sold their homes if HILP assistance had not been available for repairs.

HUD SWEAT EQUITY DEMONSTRATION PROJECT
URBAN HOMESTEADING ASSISTANCE BOARD
NEW YORK, NEW YORK

THE AGENCY

The Urban Homesteading Assistance Board (UHAB) renovates multi-family buildings in New York City through "urban homesteading," a process whereby properties acquired by the City as a result of abandonment or tax arrearage are turned over to residents for them to establish new homes. Besides the HUD Sweat Equity Demonstration Program, UHAB runs three other homesteading programs:

- an interim lease program based on tenant self-management of buildings no longer held by their landlords. UHAB provides technical assistance to the tenants.
- a direct loan program which enables gut rehabilitation financed by CDBG funds.
- an economic development program to revitalize one target neighborhood. Funding is from CDBG and private foundations. The staff are CETA Title VI public service employees.

In general, UHAB, as a not-for-profit private organization, obtains money from the following sources: CDBG funds from New York City; the Ford and Rockefeller Foundations; CETA Titles I, II, and VI; churches; and HUD. Its various programs focus on six neighborhoods. As New York City has become increasingly committed to the concept of urban homesteading, UHAB has strengthened its working relationship with the local government.

PROGRAM HISTORY

In 1972, a grass roots self-help effort grew up in three sections of New York City. Its first incarnation was a squatters' movement to rehabilitate and occupy abandoned multi-family structures. Mortgage funds eventually became available as a result of local political activity. In 1973, UHAB was created, and its existence was formalized the next year. In its advisory capacity UHAB helped with local processing, management, and architectural, engineering, and construction matters. Although the City backed homesteading conceptually, it was unable to support UHAB financially because of the fiscal crisis of 1975. UHAB therefore wrote proposals soliciting federal monies. As a result, the HUD Sweat Equity Demonstration Project was started in January 1976, but actual implementation did not begin until July 1978. The construction phase will last 14 months.

Background

The homesteading program is a HUD Demonstration Project to directly involve low income residents in the gut rehabilitation of multi-family structures. CETA Title I funds provide for the skill training and work experience of the residents; HUD Section 312 loans subsidize the actual rehabilitation costs.

A neighborhood-based project sponsor, acting as a CETA Title I contractor, organizes a group of prospective borrowers into a not-for-profit housing corporation. Each participant in the homesteading contributes a specified amount of voluntary labor to the rehabilitation project. This donated time establishes the homesteader's equity investment. The salaries of the sponsor staff and stipends for the resident-trainees are paid by CETA. The newly formed housing corporation cooperatively owns and manages the renovated structure.

A consortium of commercial banks provide interim construction funding. General technical assistance to the residents comes from UHAB.

Goals and Support

The HUD Demonstration Project has three levels of objectives:

- (1) restoring abandoned buildings
- (2) providing job training for residents doing the rehabilitation work
- (3) promoting belief in and feasibility of the homesteading concept.

The Demonstration Project staff cited "bureaucratic lethargy and unconvinced housing professionals" as sources of opposition or hindrance to the achievement of their goals. A forceful presentation of the issues and justification of their methods helped to overcome the resistance. Also, the project benefitted from political connections. The sponsorship of a large New York church and the powerful private foundations lent credibility to their efforts. Persistent proposal writing and negotiation secured funding.

Planning

The UHAB staff consists of people who are acquainted with rehabilitation programs, and program design. Several staff members with previous experience in city agencies were familiar with municipal planning. Citizen participation was the impetus and catalyst in the functioning of the program initially. The Demonstration Project could not continue to stay alive without community involvement. Paradoxically, a turning point in the planning process was the woeful financial condition of New York City in 1975, for that state of affairs prompted UHAB to turn to a federal source for funding since money was not forthcoming from the City. It is the HUD demonstration grant for sweat equity homesteading which sustains the project and gives it a solid financial base.

ELIGIBILITY

Recipients

Recipients, by definition, must live in the building which is undergoing rehabilitation. No income limits specific to the Demonstration Project or to UHAB programs apply; however, Section 312 guidelines and CETA eligibility are in effect. In summary, low income citizens are eligible to participate in the homesteading.

Buildings

No restrictions are stated regarding building size. The buildings now being gutted contain seven to 32 units. If the building is of mixed use, then the stringent Section 312 commercial space guidelines apply. Currently, the two target areas of the Demonstration Project are the South Bronx and Manhattan's Lower East Side.

CHARACTERISTICS OF THE SERVICE AREA

The service area has a high concentration of Black and Hispanic households living in multi-family buildings. The area is plagued by decreasing property values, a major vacancy and abandonment problem and arson.

FINANCIAL MECHANISMS

As mentioned above, the homesteading project gets its money from a variety of sources including the HUD demonstration grant, Section 312, CETA, CDBG, private foundations, and a large New York church. The funding for the construction phase of about 14 months duration is primarily from HUD (\$3 million) and CETA (\$2.8 million). The financial burden of construction is reduced by the voluntary labor of the homesteaders, and the use of recycled materials when possible. The project receives \$50,000 for administrative costs, and 30% for overhead from CETA.

The assistance mechanisms are direct loans, tax abatements, compensation for in-kind services, grants, and eventually, interest reduction loans and subsidies for four sponsoring neighborhood organizations.

IMPLEMENTATION

Staffing and Outreach

The project staff consists of:

- a director (one-quarter time)
- a technical analyst (one-quarter time)
- a construction coordinator (full time)
- a loan officer (full time)
- a research analyst (full time)

The director and technical analyst spend the remainder of their hours on other UHAB enterprises.

Initially, the project was publicized through all the New York media. Later, outreach was accomplished indirectly through a widespread word-of-mouth network. Training seminars open to the public made the project known, as well.

Issues and Effects of Assistance

An essential factor contributing to the success of the project is New York City's support. The staff has gained political contacts and skill which have enabled them to effectively deal with the system.

Construction began in July 1978, on buildings containing 153 units in total, none of which would have been rehabilitated without the Demonstration Project. Direct assistance thus far totals \$6 million, half from Section 312 matched by half private foundation dollars. The ultimate results will be readily observable in the two target areas. Many of the participating residents would certainly have moved without this homesteading effort. The rehabilitation is not causing displacement, but rather, is having the opposite effect; that is, it helps families to be able to reside in the same place, but under better housing conditions.

CONCLUSIONS

The staff stresses the importance of three mandates in this type of program:

- the worth of building on what exists in a neighborhood
- the manifold values of using human resources
- the merits of supporting indigenous self-help groups.

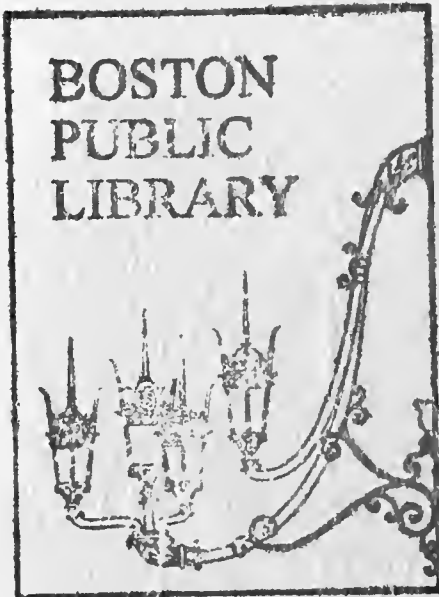
Property of
BOSTON REDEVELOPMENT AUTHORITY
Library



HOUSING IMPROVEMENT PLANNING PROJECT

VOLUME IV

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
AN INVENTORY OF FUNDING SOURCES



United South End Settlements

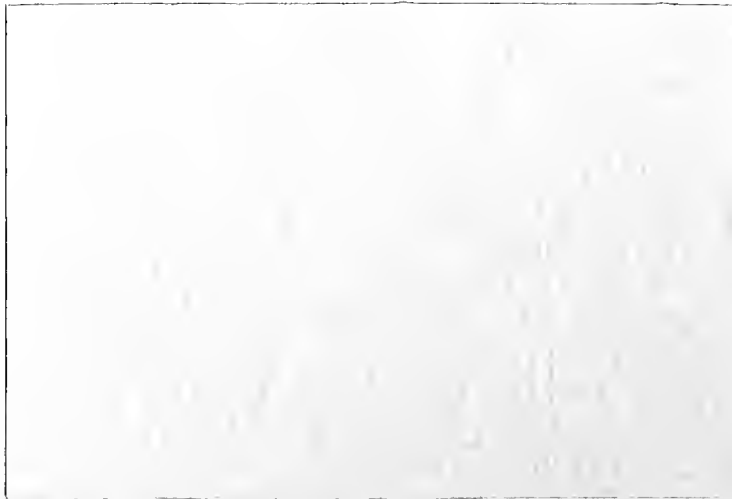
~~Property of~~
~~BOSTON REDEVELOPMENT AUTHORITY~~
~~Library~~

USES

Human Services,
Community and
Economic Development



17
A5
v4



J17
U5
V.4

HOUSING IMPROVEMENT PLANNING PROJECT

VOLUME IV

9/10/87

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
AN INVENTORY OF FUNDING SOURCES

UNITED SOUTH END SETTLEMENTS
Kenneth L. Brown, Executive Director

Project Staff:

Syvalia Hyman, III HIPP Project Manager
Joanne Yawitz HIPP Project Planner

536 86
736
86 68

Copies of this Volume may be purchased by writing or telephoning:
USES Development Corporation
48 Rutland Street
Boston, Ma. 02118
(617) 266-5451

~~Property of~~
~~BOSTON REDEVELOPMENT AUTHORITY~~
~~Library~~

**THE
COMMUNITY
RESOURCES
GROUP**

PLANNERS ARCHITECTS

16 GARDEN STREET

CAMBRIDGE, MASSACHUSETTS 02138

617-876-5900

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
AN INVENTORY OF FUNDING SOURCES

Prepared for:

Housing Improvement Planning Project
United South End Settlements
48 Rutland Street
Boston, Massachusetts 02118

By:

The Community Resources Group

September, 1978

The preparation of this report was financed under grant #18-P-90699/1-01 from the U. S. Department of Health, Education and Welfare, Office of Human Development Services/Office of Planning, Research, and Evaluation, to United South End Settlements to develop a demonstration project in low income housing repair.

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
AN INVENTORY OF FUNDING SOURCES

	Page No.
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT	
1. Community Development Block Grant Program	3
2. Section 8 Substantial Rehabilitation	5
3. Urban Development Action Grant	7
URBAN REINVESTMENT TASK FORCE	
4. Neighborhood Housing Services	9
5. Neighborhood Preservation Projects	11
NATIONAL ENDOWMENT FOR THE ARTS	
6. Livable Cities Program	13
HISTORIC PRESERVATION	
7. Various Programs	15
ACTION	
8. Mini-Grant	18
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE	
9. Title XX Funds	19
CETA	
10. Title I Funds	21

INNOVATIVE HOUSING IMPROVEMENT STRATEGIES
AN INVENTORY OF FUNDING SOURCES

INTRODUCTION

Within the past five years, repair and rehabilitation of the nation's housing stock have received great attention as a promising strategy for achieving the goal of providing "a decent home and a suitable living environment for all persons."* Not-for-profit community organizations and government agencies both have planned and administered local residential rehabilitation programs. This volume reports on funding sources that are available to support such programs.

Commissioned by United South End Settlements (USES) of Boston, this report has two purposes:

- (1) to provide direct input to USES as the organization plans a demonstration program for the South End/Lower Roxbury section of Boston which integrates human services and housing repair, and
- (2) to assist other public and private groups across the country in developing their own neighborhood improvement strategies.

This review of funding sources is intended to describe the wide variety of programs now available. The report does not attempt to assess the comparative strength or weakness of each funding program. That would be inappropriate because of differing program goals and objectives. Program planners must judge the advantages and disadvantages of each funding source in the context of their communities.

The funding programs are supported by a wide variety of federal agencies, organizations, and commissions. These include the Department of Health, Education, and Welfare (HEW), the Department of Housing and Urban Development (HUD), the Urban Reinvestment Task Force, the National Endowment for the Arts, ACTION, the Department of Interior, and the Department of Labor.

Some of the funding sources described are continuing grant programs which could sustain ongoing housing improvement activities. Others are one-time research, development, or demonstration grants that might be useful for initiating a rehabilitation program.

We have limited ourselves to federal funding sources because state resources available for housing improvement programs vary tremendously.

*Housing and Community Development Act of 1974, Title I, Section 101 (C) (3), Public Law 93-383.

Each funding source description covers the following topics:

1. the legislative mandate
2. the purpose of the program--including supported activities and ineligible activities
3. funding levels--nationwide and average grant amount
4. organizations or agencies that are eligible to apply for funding--not-for-profit organizations can apply for some funds directly; others must be funneled through local government
5. the eligible program beneficiaries
6. the application process--including timing, pre-application, availability of assistance in applying, etc.
7. future plans to modify the funding program.

This volume is one of four documents that were prepared as part of the USES Housing Improvement Planning Project. The other documents include:

Innovative Housing Improvement Strategies, The State of the Art.

Prepared by The Community Resources Group, Cambridge, MA, September, 1978.

Rehabilitation/Repair Handbook: Selection Criteria, Surveys, Plans and Costs for Residential Units and Structures in the South End/

Lower Roxbury Housing Improvement Program. Prepared by City Design and Architecture, Boston, MA, June 1978.

Housing Improvement Planning Project Final Demonstration Plan. Prepared by United South End Settlements, Boston, MA, September 1978.

Together the four documents are intended to serve as a useful and informative guide for other neighborhood organizations throughout the country that are embarking on neighborhood improvement projects.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Community Development Block Grant Program (CDBG) is administered by the Department of Housing and Urban Development as authorized under Title I of the Housing and Community Development Act of 1974. Funding for the CDBG program is authorized for three year periods. The 1977 Act authorized \$3.5 billion for FY 1978, \$3.65 billion for FY 1979, and \$3.8 billion for FY 1980.

CDBG was established to replace eight former categorical grant programs which included urban renewal; neighborhood development programs; open space, urban beautification and historic preservation; public facility loans; water and sewer and neighborhood facilities; and Model Cities. The block grant concept was developed to give communities more flexibility in the use of federal funds.

All communities desiring CDBG funds must apply. Communities with a population greater than 50,000 and Urban Counties* are automatically entitled to CDBG funds which are allocated by formula. Other communities may apply for discretionary funds which are awarded on a competitive basis by HUD.

Activities eligible for receiving block grants are generally those of the categorical grants replaced by CDBG. Since the beginning, a significant proportion of the funds has been spent on housing rehabilitation programs. CDBG funds allocated to housing rehabilitation programs have increased from 9.1% in FY 1975, to 13.3% in FY 1977. The percentage of CDBG recipient communities with housing rehabilitation programs has increased even more dramatically from 31% in 1975, to 59% in 1977.

CDBG programs are developed at the local level and thus the housing rehabilitation program included in a CDBG proposal is also locally designed. This has resulted in a wide variety of rehabilitation programs across the country. They vary in terms of who is served, type of repairs allowed, and amount and type of financial assistance (loan, rebate, grant, etc.) provided.

A not-for-profit neighborhood group running a housing rehabilitation program within a CDBG community is eligible to receive part of the locality's CDBG funds. Communities begin developing their CDBG applications in September for inclusion in the budget of October of the following year. The long application process involves extensive public hearings and an A-95 review, as well as political lobbying. Many groups throughout a community vie for the CDBG funds. Thus, a neighborhood group must be very active politically to compete successfully for CDBG funds. In Boston, the mayor holds over 40

* An Urban County is in a metropolitan area of (1) over 200,000 persons in incorporated and unincorporated places, or (2) over 100,000 persons, denser than 5000 per square mile, and with no incorporated places.

hearings at which citizen groups can lobby for their interests. An additional disadvantage for a group seeking CDBG funds to establish a neighborhood program is the fact that many cities and towns already have a centrally administered rehabilitation program. A neighborhood group would probably encounter resistance from the local government and from other neighborhood groups who would view a new neighborhood rehabilitation program as a duplication of existing efforts. In cities or towns without rehabilitation programs, CDBG funds are a ready source to pursue.

Neighborhood groups should contact the Community Development office in their city or town to find information about the particular CDBG program in their community.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SECTION 8 SUBSTANTIAL REHABILITATION

Section 8 refers to that section of Title II of the 1974 Housing Act that provides housing assistance payments to lower income families. The housing assistance payments are used to make up the difference between the established maximum rent (Fair Market Rent) paid to owners, and the family's required contribution toward rent which is between 15% and 25% of the adjusted family income. Congress allocates Section 8 funds annually. Proposed FY 1979 funding for Section 8 is approximately \$1.33 billion.

The purpose of Section 8 is to help lower income families to obtain decent, safe and sanitary housing. Although providers of Section 8 Substantial Rehabilitation may include private developers, local housing authorities, non-profit organizations, etc., recipients of Section 8 assistance must have an income no greater than 80% of the median income for the SMSA.

Section 8 assistance attempts to provide an incentive for housing producers to provide low-income housing by guaranteeing a specified level of rental payments to the owner. Under the Substantial Rehabilitation program, an owner of housing in need of renovation can compete for commitments of Section 8 rental assistance. Substantial Rehabilitation is defined as improvements requiring more than routine repair work to make a property decent, safe and sanitary. HUD's current rule of thumb for Substantial Rehabilitation is that the cost of the rehabilitation must be at least 25% of the value of the building after renovation. However, there is an attempt being made to include smaller scale rehabilitation projects under Section 8. The rental assistance payments insure the owner of receiving rent for each unit up to the Fair Market Rent for the area. HUD determines the Fair Market Rent which is adjusted at least annually to take account of rising costs. Thus, the owner does not have to worry about the ability of the tenants to meet the rent payments because Section 8 subsidizes the tenant.

In addition to rental assistance payments, housing developers utilizing Section 8 assistance may obtain federal mortgage insurance. Two factors affect the length of the Section 8 contract: whether or not federal mortgage insurance is obtained and the type of financing used. For private financing with federal mortgage insurance, the Section 8 contract term is for 20 years. For private financing without federal mortgage insurance, the Section 8 lease is for 30 years. With funds from State Housing Finance Agencies, Section 8 will guarantee rent for 40 years.

Section 8 thus can provide a guaranteed rent for owners who substantially rehabilitate housing for lower income tenants. The cost of the rehabilitation work itself, however, must be financed elsewhere.

HUD periodically releases Notifications of Funding Availability (NOFA) for Section 8 housing assistance payments. These notifications specify the location, number of units, and whether the units are to be newly constructed or rehabilitated. Potential developers of Section 8 housing then submit applications to HUD. HUD evaluates the applications based on rents, site, design, previous local government review, and A-95 clearinghouse comments. Upon acceptance of the application, the developer must submit additional information. If the project involves more than five units, the developer must give evidence of having taken into consideration the needs of those "expected to reside" as a result of employment in the community. The developer must also give an anticipated date of completion. The entire process from NOFA to signing of a Section 8 contract takes about four months.

For further information, interested groups can contact the closest HUD regional office. In Boston the contact person is:

Ms. Eleanor White
HUD Area Office
Bullfinch Building
15 New Chardon Street
Boston, Massachusetts 02114
223-4174

For information at the national level:

Director, Office of Assisted Housing
Department of Housing and Urban Development
Washington, D. C. 20410
(202) 755-5656

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
URBAN DEVELOPMENT ACTION GRANT

The Housing and Community Development Act of 1977 established the Urban Development Action Grant (UDAG) Program. The purpose of the program is to assist severely distressed communities that currently participate in the Community Development Block Grant (CDBG) program. A major thrust of the program is to use public funds to attract significant private investment into distressed communities. UDAG financed projects should have a 4 to 1 ratio of private to public funding. Proposed funding for FY 1979 is \$400 million. The Act stipulates that 25% of that money, or \$100 million, must go to cities with a population less than 50,000. A single grant may be as much as \$10 million.

HUD has established criteria for determining a community's eligibility for UDAG funds. In addition to participation in a CDBG program, communities of more than 50,000 and Urban Counties must meet three of the following six distress categories:

- older housing stock
- low per capita income
- population lag/decline
- high unemployment
- job lag/decline
- high proportion of poverty-level households

If the community's percentage of poverty is less than half the median percentage for all metropolitan cities, four of the six requirements must be met. A unique distress category is established for communities whose percentage of poverty is greater than one and one-half times the median percentage for all metropolitan cities and whose absolute per capita income is below the median. Communities with a population under 50,000 must meet similar, although less comprehensive, requirements to qualify as a distressed community.

All activities eligible under the CDBG program are eligible for UDAG. However, HUD will also consider commercial, residential or industrial projects not allowed under CDBG if the community demonstrates that the proposed activity is consistent with economic revitalization of the area, or with reclamation of abandoned or deteriorating housing. Projects should take from one to four years to complete.

UDAG funds are distributed quarterly. Applications for metropolitan cities

and Urban Counties are accepted in January, April, July, and October. For cities of fewer than 50,000, applications are accepted in February, May, August, and November. HUD processes the applications in about three months. Also, all applications must go through an A-95 clearinghouse review. UDAG grants for projects in cities of more than 50,000 averaged \$3 million per project the first year of the program. Grants to smaller cities averaged \$50,000.

Because neighborhood groups within CDBG communities are not eligible to apply directly for UDAG money (only the local government itself can apply), any group wishing to pursue this source of funds should contact its local Community Development office. Although until now most of the approved UDAG proposals have been for downtown commercial projects, HUD seeks neighborhood projects also and will be looking for ways to increase the proportion of UDAG projects oriented toward neighborhood revitalization. Thus, neighborhood groups whose proposed rehabilitation program has significant private financial involvement should contact their local Community Development office to explore the possibilities of applying for an Urban Development Action Grant.

In Boston, contact Susan Lang
HUD Area Office
15 New Chardon Street
Boston, Massachusetts 02114
223-4191

or Gordon Brigham
Executive Director of the Boston Plan
Community Development Office
City Hall
Boston, Massachusetts 02201
725-3033

URBAN REINVESTMENT TASK FORCE

The Urban Reinvestment Task Force (URTF) was created by an interagency agreement between seven federal agencies: the Federal Home Loan Bank Board, the Federal Home Loan Bank System, the Federal Reserve System, the Department of Housing and Urban Development, the Federal Deposit Insurance Corporation, the Comptroller of the Currency, and the National Credit Union Administration. The Task Force is administered by the Office of Neighborhood Reinvestment of the Federal Home Loan Banks. A conference committee of Congress is currently considering legislation passed by both the House and the Senate that would establish the Urban Reinvestment Task Force as a separate entity with direct funding from Congress. The Task Force now receives its funding from a HUD demonstration grant and the Federal Home Loan Bank System. Funding currently is about \$5 million annually.

The Urban Reinvestment Task Force uses its funds to administer two programs, Neighborhood Housing Services and Neighborhood Preservation Projects. Neighborhood Housing Services serves as a catalyst to create new groups based on a partnership between the neighborhood, local government, and local financial institutions which will stem neighborhood decline. Neighborhood Preservation Projects, on the other hand, are already existing projects which the Task Force identifies as models for potential replication in other communities. Both programs involve significant technical assistance from Task Force staff plus limited financial assistance.

NEIGHBORHOOD HOUSING SERVICES

The purpose of Neighborhood Housing Services (NHS) is "...to stimulate reinvestment in urban neighborhoods in cities across the country. Based on working partnerships of community residents and representatives of financial institutions and local government, NHS programs offer comprehensive rehabilitation and financial services to community residents." NHS's major thrust is to create a private-public-resident partnership to reverse neighborhood decline. NHS focuses on neighborhoods with basically sound housing that show signs of deterioration.

Based on past experience, NHS has found certain features essential for a successful program. The neighborhood should have distinct boundaries with approximately 1000 to 2000 structures. NHS looks for neighborhoods with at least 50% of the housing occupied by owners and a median family income of no less than 80% of the city-wide median. In addition, the structures in NHS neighborhoods should have typical repair costs in the range of \$6,000 per unit. NHS also prefers to work in neighborhoods where mortgages and home improvement loans are difficult to obtain.

The URTF requires a strong commitment by neighborhood residents, local government and financial institutions. An important element of an NHS program is a revolving loan fund from which loans are provided to neighborhood residents who would otherwise be unable to secure loans. To achieve this purpose, URTF desires that local governments invest capital improvements and/or increase services in the neighborhood and that the financial institutions invest money in the neighborhood through the revolving loan fund. In addition, financial institutions usually contribute funds for the operating costs of the NHS. This typically amounts to about \$60,000 per year.

Local programs usually consist of the following:

- (1) A private, not-for-profit, tax exempt, state-chartered corporation.
- (2) A governing board with representatives from the neighborhood, the larger community, and financial institutions. No one group controls, but the neighborhood residents constitute a majority. The board is responsible for maintaining funding for the NHS program.
- (3) A staff of approximately three people to administer the NHS program from a neighborhood office. They will provide rehabilitation counseling, construction monitoring, and financial services.

The Urban Reinvestment Task Force will provide considerable technical assistance in setting up an NHS program. In addition, the URTF will provide up to \$50,000 in seed money for the revolving loan.

Any group generally satisfying the guidelines outlined above can apply to the URTF to establish an NHS program. The Task Force periodically publishes in the Federal Register requests for agencies wishing to participate, but informal channels are more often used to gather information on current URTF activities. Initiation of an NHS proposal to actual start of the program usually takes six months to a year. A four-page application is the only official document that must be completed for selection by the URTF. Any group can apply for an NHS program, and all residents of the neighborhood are eligible for the NHS loans.

For neighborhoods in cities with an already existing NHS program, the neighborhood group should approach the existing board of the NHS for support. The Urban Reinvestment Task Force will assist wherever possible if general support exists for adding a new neighborhood to the existing NHS program.

Groups interested in pursuing NHS support should contact the regional office of the URTF. In Region I, the contact person is:

David Parish
Assistant Director for Field Supervision
Urban Reinvestment Task Force
c/o Federal Home Loan Bank of Boston
P.O. Box 2196, One Federal Street
Boston, Massachusetts 02106
223-0515

The Urban Reinvestment Task Force's Washington address is:

1120 19th Street, N. W.
Washington, D. C. 20036
(202) 634-1682

NEIGHBORHOOD PRESERVATION PROJECTS

Neighborhood Preservation Projects (NPP) is another program run under the auspices of the Urban Reinvestment Task Force with the same parent organization and funding source as NHS. The purpose of NPP from the Federal Register announcement of December 22, 1976, is to "identify, monitor, and evaluate locally-developed neighborhood preservation programs which show promise of potential replicability in other cities." NPP will consider projects which include but are not limited to:

- 1) Innovative financing or economic incentives to rehabilitate and stabilize apartment buildings
- 2) Management services for small apartment buildings
- 3) Redesign and conversion of residential, commercial, and public buildings for appropriate reuse in a neighborhood setting
- 4) Alternative housing opportunities for the elderly
- 5) Prepaid home maintenance services
- 6) Home ownership development involving the participation of the real estate sector
- 7) Innovative education strategies
- 8) Innovative crime prevention strategies and
- 9) Mechanisms which provide for equitable treatment for current residents of neighborhoods experiencing rapidly increasing housing costs (From Housing and Development Reporter, May 15, 1978, p. 1260.)

NPP programs should involve the same partnership between neighborhood, local government, and financial institutions that the NHS program requires. In addition, NPP prefers projects that are operational and are already successful.

The Apartment Improvement Project in Yonkers, New York,* is an example of a successful Neighborhood Preservation Project. Ideally, other communities will reproduce this project. Hartford, Connecticut, and Mount Vernon, New York, are currently starting Apartment Improvement Projects based on the Yonkers model.

* This program is described in the section called "Neighborhood Preservation Program--Department of Development, Yonkers, New York" of Innovative Housing Improvement Strategies: The State of the Art, Susan E. Philipson Bloom, November 1978.

As with NHS, NPP periodically publishes in the Federal Register requests for agencies wishing to participate. In 1978-79 about five projects will be selected to receive between \$35,000 and \$75,000 in assistance.

Because NPP is not run from regional offices, organizations wishing more information should contact the Washington office of the Neighborhood Preservation Projects:

Harry Brunett, Director (202) 634-1903
Steve Allen, Assistant Director (202) 634-1680

1120 19th Street, N. W.
Suite 600
Washington, D. C. 20036

NATIONAL ENDOWMENT FOR THE ARTS
LIVABLE CITIES PROGRAM

The Livable Cities Program was established to provide funds for research, planning, and conceptualization of community projects. The Livable Cities Program desires "to encourage exemplary design in our communities as an integral part of the planning process." (National Endowment for the Arts - Guide to Programs, p. 15.) The program emphasizes creativity and cooperation in using design to develop opportunities to improve communities. Examples of projects that could be funded by the Livable Cities Program are:

- design of special public places
- preserving architectural heritage
- design for the pedestrian in auto-free zones
- neighborhood conservation and enhancement
- open space and design for recreation
- long range community urban design
- townscape improvement
- enhancement of rural landscape
- design controls
- design in transit facilities
- creative zoning and building codes
- community design services
- commercial district revitalization
- city edge conditions
- design competitions
- graphic design in the environment
- waterfront enhancement

The Livable Cities Program, which combines the elements of a number of previous programs such as the National Theme Programs of City Edges, City Options, Cityscale, and the American Architectural Heritage Program, is a grant category of the Architecture and Environmental Arts Program of the National Endowment for the Arts (NEA).^{*} The NEA Act of 1966 created the Endowment which currently funds the Livable Cities program at a level of \$1,000,000 per year.

Any community or not-for-profit organization may apply for Livable Cities funds. Not-for-profit organizations must qualify under Section 501(3)(C) for the U.S. Internal Revenue Code as a tax exempt organization. Livable Cities funds cannot be used for construction or capital investment, but must be used for research, planning, and design of projects. The Livable Cities funds are a matching grant provided on a reimbursement basis. Thus, the funded group must raise and spend the money for the proposed project before the Livable Cities Program will reimburse the organization for half the cost.

^{*} Congress is currently considering the possibility of placing the Livable Cities Program under the jurisdiction of the Department of Housing and Urban Development.

Applications are accepted semiannually in January and June and approval takes about six months. Projects are funded for a year up to a maximum of \$30,000. Although no formal appeals procedure exists for rejected applications, the Livable Cities staff may give the reasons for an application's rejection.

For further information contact:

Geraldine Bachman
Livable Cities Director
Architecture and Environmental Arts Program
National Endowment for the Arts
Washington, D. C. 20506
(202) 634-4276

HISTORIC PRESERVATION

Grants-in-Aid Program

In 1966, the National Historic Preservation Act created the Grants-in-Aid Program to assist in the preservation of historic buildings. The grants-in-aid were administered by the National Park Service of the Department of the Interior until this year when the Heritage Conservation and Recreation Service was created and took over responsibility for the grants-in-aid. The grants-in-aid are administered by each state's Historic Preservation Officer. Funds for the program are appropriated annually by Congress and proposed funding for FY 1979 is \$100 million.

The Grants-in-Aid Program for historic preservation provides 50% reimbursement for acquisition and development of historic buildings. Owners must provide the full amount of the acquisition and development costs first, because the program limits reimbursement to work which has already been completed and paid. In order to qualify for this grant, the structure to be rehabilitated must either be listed in the National Register of Historic Places or be located in an established historic district.

If the structure being considered complies with the requirements, then any individual, group or organization is eligible to apply for a grant-in-aid to acquire and/or develop the building. Each state may, however, add other requirements to meet its program goals.

Each state has its own particular application procedure which is guided by a federally published grant manual. A new grant manual is currently being written to replace the one dated 1976. The criteria the Heritage Conservation and Recreation Service uses to judge these applications are described below. Again, individual states may have additional criteria upon which they can make their judgments before forwarding their approval for applications to Washington, D. C.

Heritage Conservation and Recreation Service selection criteria toward achieving national preservation objectives include projects that:

- will result in revitalization of National Register Districts through private investment and government participation
- will adapt resources to become self-sustaining when they cannot retain their current historic function
- depend on not-for-profit revolving funds in order to decrease reliance on federal funds
- will result in the conservation of archaeological resources
- protect National Historic Landmarks.

For information on each state's application procedure, contact the State Historic Preservation Officer. In Massachusetts the person is:

Ms. Lee Gurney
Grants Manager
Massachusetts Historical Commission
294 Washington Street
Boston, Massachusetts 02108
727-8470

The national office is:

Office of Archeology and Historic Preservation
National Park Service
U. S. Department of the Interior
Washington, D. C. 20240
(202) 523-5275

RELATED PROGRAMS

Two federal programs exist to stimulate preservation of historic buildings: a tax incentive program, and an incentive that reduces the cost of rehabilitating historic buildings.

Tax Incentive Program

The Tax Incentive Program was established under the Tax Reform Act of 1976. Under this act, the owner of a building listed in the National Register or located in an historic district may amortize the costs of rehabilitation over a five-year period, even if the expected life of the improvement exceeds five years. If the cost of rehabilitation exceeds either \$5,000 or the adjusted basis of the property, whichever is greater, the owner instead may take accelerated depreciation by depreciating the adjusted basis of the entire rehabilitated structure at a faster rate than otherwise allowed. The adjusted basis is generally the owner's initial cost of the property plus the cost of prior improvements less amounts previously allowed to the owner as depreciation.

To qualify for tax advantages under the reform act, the owner must have the rehabilitation work certified. Certification involves completing and having approved by the State Historic Preservation Officer Parts 1 and/or 2 of the Historic Preservation Certification Application. Part 1 certifies that the building is a certified historic structure within a registered historic district. Part 2 describes the proposed rehabilitation work. Both parts must be approved by the State Historic Preservation Officer.

Historic Preservation Loan Program

The Historic Preservation Loan Program was established in 1974 under Title I of the National Housing Act. This provision authorizes the Federal Housing Administration to insure loans to preserve, rehabilitate or restore

residential structures of historic value. Only housing listed in the National Register or located in an historic district is eligible for these loans. Under the Historic Preservation Loan Program, loans of up to \$15,000 per dwelling unit, not to exceed \$45,000 per structure, can be borrowed with up to 15 years to repay. The loans will be made at current market interest rates.

An applicant must follow certain procedures to obtain an Historic Preservation Loan. First, the applicant must complete a "Certificate of Eligibility for a Historic Preservation Loan," Form FH-1 (HP). The proposed improvements must be described in this Certificate and based on "Guidelines for Rehabilitating Old Buildings." (This pamphlet and Form FH-1 (HP) are available from the State Historic Preservation Officer.) The certificate must then be submitted to the State Historic Preservation Officer who must verify the National Register status of the building and review the proposed improvements within 45 days. If the improvements are acceptable by the Preservation Officer, the applicant may present the Certificate of Eligibility to a financial institution which may make the loan.

For further information about the Tax Incentive Program or the Historic Preservation Loan Program contact the state historical commission. The address for the Massachusetts Historical Commission is

294 Washington Street
Boston, Massachusetts 02108
727-8470.

ACTION
MINI-GRANT

The Domestic Volunteer Act of 1973 established a number of programs under ACTION. The Mini-grant program was established at that time to provide small grants to local organizations to create a large volunteer force to address community needs. Funds for the Mini-grant program are distributed through the ten regional offices to the states. Funds have been limited in the past with the ten regions receiving only about \$17,000 each in FY 1978. Regional officials believe funding for FY 1979 will be on a continuing resolution basis. That is, funding will be at the same level as in FY 1978. Thus, the Mini-grant program is very limited, but can provide seed money for a volunteer force to work on neighborhood problems.

Any public or private not-for-profit agency may apply for a Mini-grant. Mini grants are intended for organizations dealing with human, social, and environmental needs, particularly those associated with poverty. A Mini-grant provides a maximum of \$5,000 for any one program. In addition, any amount granted above \$2,000 must be matched dollar-for-dollar by non-federal funds. Largely because of this restriction, grants average around \$3,000, far less than the maximum.

Applications are considered for Mini-grants when funds are available. The Regional Office announces the availability of funds in the Commerce Business Daily. For more information on funding availability, organizations should contact their state ACTION office. Application procedures are based on federal guidelines. Regions and states may, however, expand the guidelines to include issues of particular concern to them. The application process takes from two to three months. Organizations cannot renew their grants. Thus, the Mini-grant is intended only to help get the organization of volunteers started; continuing funds must come from elsewhere.

Congress is currently considering another program which may come under ACTION's jurisdiction, the Good Neighborhood Program. As part of President Carter's Urban Initiative, the Good Neighborhood Program is intended to distribute funds to local grass roots organizations to help communities deal with their problems, such as residential rehabilitation. Funds (\$1,000 to \$250,000 per project) would be used for salaries and workshops to stimulate community involvement in its own problems. Although legislation has been enacted, funding has not been authorized.

Neighborhood groups should contact their local congressional representatives to determine the current status of this program.

HEALTH, EDUCATION, AND WELFARE
TITLE XX FUNDS

Title XX of the Social Security Act as amended in 1974, provides funds to states to reimburse them for up to 75% of the cost of providing social services. Funds are allotted annually, based on population. For example, in FY 1979, of the \$2.5 billion allocated to Title XX nationwide, Massachusetts will receive \$67 million. In order to receive those funds, the state must provide at least 25% of the Title XX funds. In Massachusetts, the state will provide 52% of the total Title XX budget for FY 1979. In many states, the ceiling for federal reimbursement is not the amount the state is willing to match, but the amount the federal government has available.

Title XX encompasses a broad range of social services. Among the types eligible to receive Title XX funds are those which are community-oriented such as community residences, protective shelters and group homes, and those which are family-oriented, such as family planning, family counseling, and day care. Other Title XX services include emergency shelter, foster care, protective custody of children and adults, sheltered workshops, rehabilitation teaching, social services information and referral, and many more specialized services.

Recipients of Title XX assistance must meet certain income requirements based on the median income in the area by family size. Also, at least 50% of the Title XX expenditures must be for services to AFDC, SSI, and Medicaid recipients. Recipients of the following services need not meet any income requirements:

- information and referral
- protective services (services to prevent or remedy neglect, abuse, or exploitation of children or adults)
- family planning services to minors

The social services funded under Title XX are provided by profit or not-for-profit organizations or units of government under contract to the state Title XX administering agency or agencies. Thus, a neighborhood group could contract with the state to provide social services. Although Title XX, in general, does not apply to the funding of a housing rehabilitation program, if a major component of the program is tenant counseling, then Title XX could provide assistance. In addition to funding the staff for a tenant counseling program, Title XX can also pay for staff training at community and state colleges. In Massachusetts, the housing services program for which Title XX funds are available conducts the following activities:

- assisting clients in locating standard low cost housing
- assisting clients in locating other suitable living arrangements
- providing technical assistance in enforcement
- providing technical assistance in home ownership
- providing information on tenant-landlord rights and responsibilities
- strengthening tenant management relationships

Organizations wishing to apply for Title XX funds should respond to the Requests for Proposals from their state (in Massachusetts, they are published in April). Technical assistance is usually available for preparation of the grant application. The approval process takes about two months.

Organizations should contact their state Department of Public Welfare for specific application details and further information pertinent to their particular state. In Massachusetts, contact:

Department of Public Welfare
600 Washington Street
Boston, Massachusetts 02111
727-6028

CETA TITLE I

DEPARTMENT OF LABOR

The Department of Labor (DOL) administers CETA Title I, which is mandated by the Comprehensive Employment and Training Act of 1973. In Boston, CETA is run by the DOL Region I Office. The purpose of the program is to create and develop job training opportunities through education and other services needed to enable individuals to secure and retain employment at their maximum capacity. The goal of Title I is to train economically disadvantaged unemployed or underemployed individuals and those having a condition that restricts their ability to secure satisfactory employment (drug abusers, ex-offenders, linguistic minorities, elderly, and youth). This objective is accomplished through skill training, on-the-job training, and work experience.

National funding for FY 1977 was \$1.8 billion. The allocation for FY 1979 is not yet known because the enabling legislation expired on September 30, 1978; a CETA Reauthorization Act is expected to be passed by Congress to extend the program for one year. Region I funding for the current fiscal year is \$618 million for all Titles, and \$47.2 million for Title I alone.

Eligible applicants for Title I funds are cities and areas (not necessarily governmental units) with a population greater than 100,000. Smaller areas with substantial unemployment may also apply. Eligibility criteria differ among the Title I functions--skill training, on-the-job training, work experience, etc. The period of funding is usually one year, or some other stated contract length. The CETA Prime Sponsor obtains funds from the State which receives its allocation from the Region based on a formula involving its share of national unemployment.

The Prime Sponsor submits a comprehensive Annual Plan that details the programs to be funded in the coming fiscal year. The funding application asks for statistical documentation and the general purpose of the program. The Prime Sponsor begins to compile this information for its Annual Plan in the spring. Concerted activity takes place in July, August, and September. It is advantageous for an organization which wishes to participate to enter into this cycle as early as possible. A pre-application process is necessary for screening of suitable programs. Preliminary concept papers are accepted for review as well. Technical assistance is available for preparation of the application. The DOL Regional Office can provide information about whom to contact for assistance with the Title I components. Appeal is possible through the Regional Office.

Applications and regulations pertinent to CETA Title I can be found in the Federal Register which is available through the Office of Program and Technical Services of the DOL Regional Office. In Boston, the address is:

Department of Labor Region I Office
JFK Federal Building
Government Center Plaza
Boston, Massachusetts 02203
223-6440

Property of
BOSTON REDEVELOPMENT AUTHORITY
Library



